

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
July 21, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:30 p.m.
2. **Present:** Penny Beals, Richard Brandt, Jessie Clemence, Elaina Evans, Valerie Harris, and Lisa Lysdahl
Absent and Excused: Nancy Neumann
3. **Approval of agenda:**
With an edit to correct the date from July 14 to July 21, the agenda received unanimous approval on a motion by Harris.
4. **Acknowledgement of guests:** At 6:31 p.m. there was one guest present.
5. **Reading & approval of minutes:**
The minutes of the June 16, 2026 meeting received unanimous approval on a motion by Beals.
6. **Monthly Financial Report:**

Transfers

All transfers to be taken from 995 Additions to Fund Balance. Total: **\$58,450.00.**

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 5/31/2026 was \$204,046.49, with a net gain of \$6,386.22.
- Grantmaking available in 2026 is \$39,684.01.

ACH payments

The following monthly invoices will be paid directly from the Library's checking account via ACH transfer:

1. Amazon
2. Best Life Dental (dental insurance)
3. Consumers Energy (gas and electricity)
4. Michigan Insurance (workers comp)
5. PNC Visa
6. Priority Health (health insurance)
7. VSP (vision insurance)

Per ACH policy, Willard will review the invoice for each payment before the funds are debited from the library's checking account. All payments will be viewable in the monthly financial statements in the Board packet.

Financial statement reconciliations review schedule

March – Treasurer

April – President

May – Vice President/Secretary

The financial report and the bills paid in June received unanimous approval on a motion by Brandt.

7. Public comment:

At 6:37, there was one guest, who made no comment.

8. Director's report

Willard presented the report.

9. Monthly statistical report

Weyenberg presented the report.

10. Communications:

Tony Clark, of Clark Technical Services, sent a report detailing options for file storage.

11. Strategic Planning

There was no report.

12. Committee Reports

There was no report.

Unfinished Business

Item 13 Building Repairs and Renovations

Willard is meeting with the contractors and design team for the renovations on Wednesday, July 22.

All server repairs from the storm have been completed.

A patron has offered to purchase trees to help shade the Library's parking lot. Willard is in the process of investigating making that happen.

The Parchment Garden Club is taking up responsibility for the Library's grounds, as soon as the weather is less hazardous.

Item 14 2026-2027 Budget – 2nd Reading

The 2026-2027 budget received unanimous approval for second reading on a motion by Beals.

New Business

(none)

15. Board comments

Beals enquired about details for the upcoming November election.

16. Public Comment

At 7:18 there was one guest, who made no comment.

17. Adjournment

President Lysdahl adjourned the meeting at 7:19 p.m.

Minutes taken by Jennie Willard, Library Director