

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
August 18, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:33 p.m.
2. **Present:** Penny Beals, Richard Brandt, Jessie Clemence, Elaina Evans, Valerie Harris, Lisa Lysdahl, and Nancy Neumann
Absent and Excused: none
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Harris.

Budget

- a. **Public hearing for proposed 2026-2027 budget:**
The public hearing was called to order by President Lysdahl at 6:34 pm.

The public hearing was opened with unanimous approval on a motion by Brandt.

1 guest was in attendance, who made no comment.

The public hearing was closed with unanimous approval on a motion by Beals.

President Lysdahl closed the public hearing at 6:41 pm.
- b. **Adoption of 2026-2027 millage levy and budget:**
The by-law to read the Resolution in its entirety was waived, the 2026-2027 millage of 1.8785 was approved, the 2026-2027 Budget was accepted on 3rd reading, and the 2026-2027 General Appropriations Resolution was adopted, on a motion by Brandt.

AYE: Beals, Brandt, Clemence, Evans, Harris, Neumann, and Lysdahl.
NAY: none.

4. **Acknowledgement of guests:** At 6:42 p.m. there was one guest present.
5. **Reading & approval of minutes:**
The minutes of the July 21, 2026 meeting received unanimous approval on a motion by Beals.

6. **Monthly Financial Report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 6/30/2026 was \$203,887.35, with a net loss of \$159.14.
- 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)
8. MERS: Municipal Employees' Retirement System of Michigan (biweekly)

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

May – Vice President

June – Treasurer

July – President

The bills paid in July received unanimous approval on a motion by Clemence.

7. **Public comment:**
At 6:48, there was 1 guest, who made no comment.
8. **Director's report**
Willard presented the report.
9. **Monthly statistical report**
Weyenberg presented the report.
10. **Communications:**
There were no communications.
11. **Strategic Planning**
Willard presented the report.
12. **Committee Reports**
There was no report.

Unfinished Business

Item 13 Building Repairs and Renovations

Design decisions for the basement and facilities repairs have been given to the contractor, and items with long lead time have been ordered. The Library will shut down to the public for the 3-4 days that the lobby will be under construction, so that it can be finished more quickly.

All repairs from the Memorial Day power surge have been completed, and all insurance paperwork and reimbursements are in train.

New Business

Item 14 Policy Review – Membership Policy – 1st Reading

The Membership policy received unanimous approval for 1st reading and adoption on a motion by Clemence.

Item 15 Library Grounds

Willard met with an arborist from Arborist Services of Kalamazoo as well as the head of the Parchment Garden Club, who are taking care of the Library grounds. Due to the generosity of one of the Library's patrons, two red maples will be planted this fall to help shade the parking lot in the afternoon/evening hours.

The arborist also discovered that one of the white pines near Riverview had been struck by lightning and was dying. Removal and replacement of the pine are covered by insurance.

16. Board comments

Brandt discussed the upcoming election and the candidates for the Library's Trustee seats; Neumann recommended that candidates fill out the League of Women Voters/Vote411 questionnaire so that voters would have the information they needed to make an informed vote.

Brandt suggested that Board members consider attending an upcoming city meeting regarding mill site usage that could have an effect on the city and thus on the Library. Neumann asked about expanding social media announcements of new books to include youth as well as adult.

17. Public Comment

At 7:59 there was 1 guest. D. Daniel welcomed Evans to the Board, and asked about including the Kalamazoo Township newsletter as one of the publications available in the Library's entryway.

18. Adjournment

President Lysdahl adjourned the meeting at 8:03 p.m.

Minutes taken by Jennie Willard, Library Director