

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
September 15, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:32 p.m.
2. **Present:** Penny Beals, Jessie Clemence, Valerie Harris, Lisa Lysdahl, and Nancy Neumann
Absent and Excused: Richard Brandt and Elaina Evans
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Harris.
4. **Acknowledgement of guests:** At 6:33 p.m. there was one guest present.
5. **Reading & approval of minutes:**
The minutes of the August 18, 2026 meeting received unanimous approval on a motion by Clemence.
6. **Monthly Financial Report:**

Transfers

\$5,425.00

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 7/31/2026 was \$202,780.58, with a net loss of \$1,106.77, which includes the quarterly fee.
- 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

July – President

August – Vice President/Secretary

September – Treasurer

The bills paid in August received unanimous approval on a motion by Beals.

- 7. Public comment:**
At 6:43, 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**
There was no report.
- 12. Committee Reports**
There was no report.

Unfinished Business

Item 13 Building Repairs and Renovations

The final small details for the renovations are being finalized this week, and then the construction date will be confirmed.

On September 8, Arborist Services of Kalamazoo removed a lightning-struck white pine tree as well as two smaller dead trees, and trimmed two remaining white pines. Planting of a new white pine, and the two red maples donated by a patron, are scheduled for the week of October 19-23. Removal of the tree and its stump, and planting of the new white pine, are covered by insurance.

Item 14 Policy Review – Membership Policy – 2nd Reading

The Membership policy received unanimous approval for 2nd reading and adoption on a motion by Neumann.

New Business

Item 15 Strategic Plan for 2029-2034

Beginning prep for the Library's next Strategic Plan will begin in spring 2027.

A committee to oversee this process will be formed at the January 2027 Board Annual Organizational Meeting.

16. Board comments

There were no comments.

17. Public Comment

At 7:21 there was 1 guest, who made no comment.

18. Adjournment

President Lysdahl adjourned the meeting at 7:21 p.m.

Minutes taken by Jennie Willard, Library Director