PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
September 23, 2025

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:30 p.m.

2. **Present:** Penny Beals, Jessie Clemence, Kim Gheen, Valerie Harris, Ruth Layne, Lisa Lysdahl, and Nancy Neumann
Absent and Excused: none

3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Gheen.

4. **Acknowledgement of guests:** At 6:31 p.m. there were two guests present.

5. **Reading & approval of minutes:**
The minutes of the August 26, 2025 meeting and the September 11, 2025 special meeting received unanimous approval on a motion by Clemence.

6. **Monthly Financial Report:**

Transfers

$20,096.00

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 8/31/2025 was $177,035.79, with a net gain of $5,899.89.
- Grantmaking available in 2025 is $32,697.16.

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

July – President

August – Vice President
September – Treasurer

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

7. Public comment:
At 6:38, there were 2 guests, who made no comment.

8. Director's report
Willard presented the report.

9. Monthly statistical report
Willard 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 Policy Review – Child Safety Policy – 2nd Reading
The Child Safety policy received unanimous approval for 2nd reading and adoption on a motion by Neumann.

New Business

Item 14 Policy Review – Closing Policy – 1st Reading
The Closing policy received unanimous approval for 1st reading and adoption on a motion by Beals.

Item 15 Facilities Updates

15a. Solar Panels
Steve Nederhoed, a representative from Helios Solar, gave the presentation.

15b. Boilers and HVAC
The boilers have received their triannual certification; the new boiler coils have been ordered and will be installed as soon as they arrive, probably mid-October.

15c. Renovations

The motion by Harris to accept the bid provided by Rockford Construction on August 25, 2025 was approved unanimously.

16. Board comments

No comments.

17. Public Comment

At 8:36 there were 2 guests, who made no comments.

18. Adjournment

President Lysdahl adjourned the meeting at 8:37 p.m.

Minutes taken by Jennie Willard, Library Director