

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: April 26, 2019

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Jennifer Roelof, Susan Sonnevil, and Gene Wood.
Absent and excused:
- 3.* **Acceptance of agenda:** **The agenda was approved on a motion by Heasley with support from Wood.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.* **Reading and approval of minutes:** **The minutes of the March 26 meeting were accepted on a motion by Heasley with support from Beals.**
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on March 31 contained **\$121,441.67**.
The Grantmaking Fund contains **\$21,313.11**.

Transfers

\$200.00 to 8140 Audit Fees from **9800 Additions to Reserve Fund** to cover the increase in fees from Gabridge & Co.

\$250.00 to 8150 Legal Fees from **9800 Additions to Reserve Fund** for the cost of the revised FOIA Policy from Foster & Swift.

\$845.22 to 9787 Cap. Imp. Computers from **9800 Additions to Reserve Fund** for the cost of a replacement workstation from CDWG.

\$4397.98 to 9789 Cap. Imp. Fixtures & Equipment from **9800 Additions to Reserve Fund** for the cost of a new telephone system.

Total transfers from 9800 Additions to Reserve Fund: \$5,693.20

Grants added to expense accounts:

Mar 7 **\$100.00** (Event fees) from 6700 Program Fees & Support to **7420 Programs**

Mar 14 **\$65.00** (Event fees) from 6700 Program Fees & Support to **7420 Programs**

Mar 21 **\$125.00** (Event fees) from 6700 Program Fees & Support to **7420 Programs**

\$7.00 (Spinners) from 6700 Program Fees & Support to **7420 Programs**

\$3,400.00 (Friends) to **7420 Programs** (\$2500 Summer Reading, \$900 music events)

Mar 28 **\$150.00** (Event fees) from 6700 Program Fees & Support to **7420 Programs**

Total grants to be added to 7420 Programs: \$3847.00

2017-2018 Audit*

Copies of the 2017-2018 audit were distributed at the meeting.

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Insurance change

One insured employee will switch from Priority Health to Medicare next month. We will pay 80% of her Medicare Supplemental and Medicare Part D insurance, but will realize a substantial savings over the cost of the Priority Health premium. She will continue her current ShelterPoint Dental and VSP Vision insurance.

The bills paid in March were approved, the financial reports were accepted, the transfers were approved, and the grants credited to expense accounts were recognized, on a motion by Sonnevil with support from Gheen.

- 7.* **Public comment:** There was no public comment.
- 8.* **Monthly Director's report:** Stannard presented the report.
- 9.* **Monthly statistical report:** Stannard presented the report.
- 10. **Communications:** none.
- 11. **Strategic Planning:** none.
- 12. **Committee reports:** Beals, the Personnel Committee chair, reported that the Director's evaluation survey was sent to all trustees and more than half have been returned. The deadline is mid-May. The Committee will report the results, with their recommendation, at the May meeting.
- 13* **Item 13 Policy Review - Freedom of Information Act - 2nd Reading**
The Board reviewed the updated FOIA Policy packet provided by Anne Seurnyck of Foster Swift. The packet contains the Resolution, FOIA Procedures and Guidelines, Written Public Summary, and Detailed Itemization worksheet. **A motion to waive the full reading of the Resolution and other packet documents, and to adopt it as amended, was made by Heasley with support from Wood. A roll call vote resulted in 7 affirmative and no dissenting votes.** Stannard will post the approved documents on the library's web site before May 1, 2019.
- 14.* **Item 14 Policy Review - Patron Conduct Policy - 1st Reading**
The Patron Conduct Policy was accepted for 1st Reading on a motion by Heasley with support from Gheen. Stannard was directed to clarify the language to regulate the use of legal marijuana on library property.
- 15. **Board comments:**
- 16. **Public comment:** There was no public comment.
- 17. **Adjournment:** President Banner adjourned the meeting at 8:13 pm.