

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: May 28, 2019

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

Stanley Stevens Fund
Vice President Wood reported that the Stanley Stevens Fund on April 30 contained **\$124,378.25**.
The Grantmaking Fund contains **\$21,313.11**.

Transfers
No transfers this month. Quarterly transfers will be made in July.

Grants to be added to expense accounts:
Apr 4 **\$60.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs
Apr 11 **\$5.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs
Apr 18 **\$5.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs
Apr 24 **\$7.00** (Spinners) from 6700 Program Fees & Support to **7420** Programs
 \$15.00 (Event fees) from 6700 Program Fees & Support to **7420** Programs
Total grants to be added to 7420 Programs: \$92.00

The minutes of the April 26 meeting were accepted as amended on a motion by Gheen with support from Beals.
- 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.

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12. **Committee reports:** Beals, the Personnel Committee chair, presented the results of the Director's evaluation survey. The results were uniformly positive. The Committee recommended that a 5% raise for the Director be entered into the 2019-2020 Budget for further discussion and approval.
- 13* **Item 13 Policy Review - Patron Conduct Policy - 2nd Reading**
The Patron Conduct Policy was accepted for 2nd Reading and adopted as revised on a motion by Gheen with support from Beals.
14. **Board comments:** Beals will not attend the June or July meetings.
15. **Public comment:** There was no public comment.
16. **Adjournment:** Vice President Wood adjourned the meeting at 7:45 pm.