

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: October 22, 2019 **CORRECTED**

1. **Call to order:** The meeting was called to order by President Banner at 7:00 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Jennifer Roelof, and Gene Wood. Absent and excused: none
- 3.* **Acceptance of agenda:** Banner asked that the transfer of funds to line items 7210, 7220, and 7250 as noted in the Director's Report on September 24, 2019, be added to the agenda under Monthly Financial Report, and that the appointment of Stephanie Grathwol be added to the agenda as the first item of New Business.
The agenda was approved as amended on a motion by Heasley with support from Beals.
4. **Acknowledgment of guests:** Dianne Daniel and Stephanie Grathwol.
- 5.* **Reading and approval of minutes:** **The minutes of the September 24 meeting were accepted on a motion by Wood with support from Beals.**
- 6.* **Monthly financial report:**

Stanley Stevens Fund **CORRECTED**

President Banner reported that the Stanley Stevens Fund on September 30 contained **\$124,877.31** and the grantmaking amount is **\$21,313.11**. Banner noted that he received a letter from the Kalamazoo Community Foundation which stated **\$5,385.40** \$5,385.47 will be added to our grantmaking funds on January 1, 2020; bringing the total available funds on that date to **\$26,689.51** **\$26,689.58**.

Transfers

FY 2018-2019

\$23 to 9410 Utilities – Gas from 9800 Additions to Reserve fund

FY 2019-2020

\$2310 to 7210 Wages – Professional from 9800 Additions to Reserve Fund

\$2511 to 7220 Wages – Clerical from 9800 Additions to Reserve Fund

\$368 to 7250 Wages – Payroll Taxes from 9800 Additions to Reserve Fund

Grants to be added to expense accounts:

Sep 12 **\$95** (Event fees) from 6700 Program Fees & Support to **7420** Programs

Sep 20 **\$40** (Event fees) from 6700 Program Fees & Support to **7420** Programs

Sep 26 **\$45** (Event fees) from 6700 Program Fees & Support to **7420** Programs

Total grants to be added to 7420 Programs: \$180

Switch from Sage50 to QuickBooks

Stannard announced she has purchased QuickBooks Pro 2019, as Sage50 is becoming quite expensive to maintain and their customer service is poor. Our accountant is familiar with

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QuickBooks and is assisting, with Dustin of Clark Technical Services, with the migration. She hopes to have it in place for next month's report.

Transfer from First National to PNC

On September 20, Stannard transferred \$100,000 from the First National Money Market to PNC Checking.

- **The bills paid in September were approved, the transfers were approved, the financial report accepted, and the grants were recognized on a motion by Heasley with support from Sonnevil.**

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:** Stannard read a card received from Susan Sonnevil.
11. **Strategic Planning:** none.
12. **Committee reports:** There were no committee reports.
13. **Appointment of Stephanie Grathwol to the Board:** **Stephanie Grathwol was appointed to complete the term of Susan Sonnevil, who has moved out of the library district, through December 31, 2020 on a motion by Gheen with support from Beals.**

Grathwol was appointed to the office of Board Treasurer on a motion by Roelof with support from Heasley, and is authorized as a signer on the library's accounts with PNC Bank (checking) and First National Bank (Money Market, ICS, CDARS) along with Board President Paul Banner and Board Vice President Eugene Wood.
- 14.* **Policy Review – Reciprocal Borrowing Policy – 1st Reading**
The Reciprocal Borrowing Policy was accepted for 1st reading as amended on a motion by Heasley with support from Wood.
- 15.* **Policy Review – Local History Collection Development Policy – 1st Reading**
The Local History Collection Development Policy was accepted for 1st reading as amended on a motion by Grathwol with support from Heasley.
16. **Board comments:** Heasley will not attend the November meeting.
17. **Public comment:** There was no public comment.

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18. **Adjournment:** President Banner adjourned the meeting at 8:04 pm.