

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: October 27, 2020

Note: This meeting was held online via Zoom.us.
All trustees were admitted from the Zoom waiting room at 7:00 pm.
All votes were taken as roll call votes.

1. **Call to order:** The meeting was called to order by President Banner at 7:05 pm.
2. **Roll call:**
 - Paul Banner**, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
 - Penny Beals**, attending from Cooper Twp., Kalamazoo Co., Michigan
 - Kim Gheen**, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
 - Stephanie Grathwol**, attending from Bloomfield Twp., Oakland Co., Michigan
 - Robert Heasley**, absent and excused
 - Jennifer Roelof**, attending from Cooper Twp., Kalamazoo Co., Michigan
 - Gene Wood**, attending from Parchment, Kalamazoo, Co., Michigan
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Wood with support from Beals.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:06 pm, there was one guest. The guest was welcomed and informed that they would have two opportunities in the agenda to speak to the trustees, if they wished to do so.
- 5.* **Reading and approval of minutes:**
The minutes of the September 22nd meeting were accepted without change on a motion by Grathwol with support from Gheen.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.
- 6.* **Monthly financial report:**
 - Stanley Stevens Fund**
President Banner reported that the Stanley Stevens Fund on September 30 contained **\$127,748.91** and the grantmaking amount is **\$26,698.58**. He noted that this represented a loss in September of \$3275.01 and a net loss YTD of \$4389.25.
 - Transfers for FY 2019-2020**
\$1682.52 to 7210 Wages – Professional from 9800 Additions to Reserve Fund
Stannard noted that the previous bookkeeper always put the last payroll of the fiscal year (which included dates in both the previous and the new fiscal years) into the new fiscal year in its entirety. That was her assumption when she calculated the estimated wages for the end-of-year transfers last month, and thought there would be sufficient funds to cover the EOY payroll. She just learned that the current bookkeeper splits the final payroll between the previous and new fiscal years. This is why 7210 is over budget.

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\$0.42 to 9370 M&R Fire Alarm from 9800 Additions to Reserve Fund

An unexpected HVAC repair in mid-September involved the Fire Alarm system. CertaSite (formerly Approved Fire) usually charges \$132.00 per call, but they added an extra \$65 for this visit.

Grants to be added to expense accounts:

Sept 17 **\$181.27 to 9782 Periodicals**. Refund from Gannett.

\$196.88 to 9782 Periodicals. Refund from Kalamazoo Gazette.

State Aid

State Aid will increase by \$1M, or 3 cents per capita, in 2021. We should see a \$600 increase this year.

PPT Reimbursement

Stannard announced that the PPT Reimbursement check from the State had arrived, in the amount of \$23,973.33. We had budgeted \$18,000 for it this year. Last year we received \$19,592.

Financial statement reconciliations review schedule

October statements – Paul

November statements – Gene

December statements – Stephanie

The transfers (for 2019-2020) and the bills paid in September were approved, the grants acknowledged, and the financial report accepted on a motion by Wood with support from Beals.

Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

7. **Public comment:** At 7:15 pm, there were no guests and no public comment. The guest who was present at 7:06 pm had logged off prior to this point in the agenda.
- 8.* **Monthly Director's report:** Stannard presented the report. She noted that the written report listed Friends of the Library book sales in November and December – since that writing the sales have been canceled due to the heightened COVID threat in the Kalamazoo area. She added that the external wifi transmitters are now working and that the signal extends west to Riverview Drive and east to the parking lot behind the tennis courts in Kindleberger Park.
- 9.* **Monthly statistical report:** Stannard presented the report.
10. **Communications:**
 - Stannard reported the sad news that **Patricia Pettinga** passed away on October 26. She and her husband Bill Wilging have performed acoustic folk music at the library many times over the years, and most recently Patricia organized the Rosie the Riveter program in early March.

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- **Zen Campbell**, who organized the first Kindleberger Festival of the Performing Arts in 1985, donated a trove of photographs and other memorabilia about the Festival. She also included a USB drive with digitized copies of the photographs.
 - **Jim Pierce**, who runs a local auction company, recently handled the estate sale of Mary Franke. Her husband worked at KVP. Jim brought several KVP printing plates used to print margarine and cookie wrappers, and wooden ends used on the paper rolls, from the Franke estate to the library for our Local History Collection.
 - **John & Lynn Tecca** donated \$50.00 with the note, "Thank you for all your efforts during the COVID pandemic."
 - **Annie DeVries** donated \$25.00 (in one of her handmade cards) with the note, "Thank you for all the help you do for me in making my cards!"
 - Stannard received a call from a representative from **Envirologic**, a firm that is assisting the City to apply for an **EPA grant**. He asked permission to list her as a contact for the **Parchment Action Team** and told she might receive phone enquiries from the EPA. He said that it helps to list in the grant application community organizations which are actively involved with the City in improving the local environment.
- 11. COVID Update.** [in lieu of Strategic Planning which is on hold]
- **On October 2, the Michigan Supreme Court held that the Executive Orders issued by Governor Whitmer during the COVID pandemic are unconstitutional.** The Michigan Department of Health and Human Services (MDHHS) issued its own Emergency Order on October 5 which continues the same mask, distancing, and gathering restrictions as the Executive Orders. Stannard added a link on the Library's COVID Reopening Plan under "Resources" (last page) to the MDHHS Emergency Order.
 - **On October 19, Stannard reduced the length of quarantine for returned items from 5 days to 3 days.** Based on information from the CDC and the Kalamazoo County Health Department she believes this is sufficient to lower the risk of transmitting COVID to acceptable levels. The Kalamazoo Public Library quarantines for 3 days. The Kent District Library has recently eliminated quarantine altogether.
 - The employee who was given a COVID test as part of a routine medical visit has received the result of the test – negative. She self-quarantined as required.
 - [SB 1108 – Open Meetings Act](#). This month Section 3 of the Michigan Open Meetings Act was amended. The amendment deems electronic meetings that took place since March 18, 2020 as valid if the public body complied with requirements contained in the bill, and allows virtual meetings to continue until December 31, 2020, for any circumstance. From January 1 to December 31, 2021, any member of a public body may meet electronically for any one of three reasons: Military duty, medical condition, or statewide or local state of emergency declared that would risk the personal health/safety of the public or members of the public body. Stannard attended a webinar on October 23 which helped to clarify what these changes mean for Library Board meetings.
- 12. Committee reports:** There were no committee reports.

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Unfinished Business

There was no unfinished business.

New Business

13* Policy Review – Membership Policy – 1st Reading

The Membership Policy was accepted as amended for 1st Reading on a motion by Beals with support from Wood.

Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

14.* Policy Review – Meeting Room Policy – 1st Reading

The Meeting Room Policy was accepted as amended for 1st Reading on a motion by Grathwol with support from Wood.

Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

15.* Non-Resident Fee

The Non-Resident Fee for 2020-2021 was calculated as follows:

Total Residential Taxable Value (\$181,144,272) divided by the number of residential parcels (3768) = the average taxable value per parcel (\$48,074). Multiply the Average TV per parcel by the millage rate (0.0019842) to find the average Library Tax per parcel (\$95.39). This amount is rounded down to the nearest five dollars. **The Non-Resident Fee (per household) for 2020-2021 is \$95.00.**

The Non-Resident Fee was set as \$95.00 on a motion by Grathwol with support from Beals.

Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

Board comments: None.

16. Public comment: at 8:21 pm there were no guests and no public comment.

17. Adjournment: President Banner adjourned the meeting at 8:21 pm. Stannard terminated the online meeting at that time.