

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: February 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, Kim Gheen, Robert Heasley, Jennifer Roelof, Gene Wood.  
Absent and excused: Penny Beals, Susan Sonnevil.
- 3.\* **Acceptance of agenda:** **The agenda was approved on a motion by Heasley with support from Gheen.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.\* **Reading and approval of minutes:** **The minutes of the December 18th meeting were accepted on a motion by Wood with support from Heasley.** Note: The January 2019 meeting was canceled due to a weather emergency.
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner reported that the Stanley Stevens Fund on December 31 contained **\$112, 241.80**, and on January 31 contained **\$118,544.27**. On January 1, 2019, **\$5,252.26** was added to the Grantmaking Fund, bringing the total to **\$21,313.11**.

**Transfers:** (Tabled from the canceled January meeting)

**8120 Continuing Education is over budget by \$1600.00.**

We have received grant funds from the Library of Michigan to cover this (see Grants to be added to expense accounts, below). This covered Rudy's trip to the National Association of Rural and Small Libraries conference in St. Louis. This overage will be eliminated as soon as I adjust line 8120 in the budget to reflect the grant.

**\$1359.00 to 9100 Insurance from 9800 Additions to Reserve Fund.**

Our liability insurance came in higher than expected (\$359). The new Cyberliability Insurance policy added an additional \$1000.

**\$845.22 to 9390 M&R Network and Computers from 9800 Additions to Reserve Fund.**

This covers the cost of a replacement computer for Rudy's desk.

**Grants to be added to expense accounts:**

Dec 6 **\$10.00** from 6700 Program Fees & Support to 7420 Programs

Dec 13 **\$5.00** from from 6700 Program Fees & Support to 7420 Programs

Jan 3 **\$9.00** (Spinners) from 6700 Program Fees & Support to 7420 Programs

Jan 10 **\$65.00** from 6700 Program Fees & Support to 7420 Programs

Jan 24 **\$10.00** from 6700 Programs Fees & Support to 7420 Programs

**\$8.00** (Spinners) from 6700 Program Fees & Support to 7420 Programs

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- The bills paid in December and January were approved, the transfers were approved, the financial reports were accepted, and the grants were credited to expense accounts were recognized, on a motion by Heasley with support from Wood.

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:** Stannard reported that she is finalizing the printing and mailing of the strategic plan.

12. **Committee reports:** There were no committee reports.

13\* **Annual Organizational Meeting**

The Annual Organizational Meeting was opened by President Banner at 7:34 pm on a motion by Heasley with support from Gheen.

a) The officers were elected by acclimation on a motion by Heasley with support from Gheen.

Votes = 5 Yes, 0 No.

President = Paul Banner

Vice President = Gene Wood

Secretary/Treasurer = Susan Sonnevil

b) President Banner appointed the following committees:

Materials Review Committee: Gheen (chair), Roelof, Sonnevil

Personnel Committee: Beals (chair), Heasley, Wood.

c) Approval to continue relationships with the current financial institutions was given on a motion by Heasley with support from Gheen. The institutions are:

PNC Bank (primary checking account)

Kalamazoo Community Foundation (Stanley Stevens Fund)

First National Bank (Insured Cash Sweep account, CDARS accounts)

The Annual Meeting was closed at 7:43 pm by President Banner on a motion by Wood with support from Heasley.

14.\* **Item 14 Policy Review - Personnel Policy - 2<sup>nd</sup> Reading**

The Personnel Policy was accepted for 2<sup>nd</sup> Reading and adopted as revised on a motion by Heasley with support from Gheen.

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- 15.\* [Item 15 Policy Review - Closing Policy - 1<sup>st</sup> Reading](#)  
The Closing Policy was accepted for 1<sup>st</sup> Reading without change on a motion by Wood with support from Heasley.
16. [Item 16 Policy Review - Freedom of Information Act - 1<sup>st</sup> Reading](#)  
The FOIA Policy review was tabled until the March meeting since the updated policy had not yet been received from the attorney's office.
16. **Board comments:** Wood will not attend the March meeting.
17. **Public comment:** There was no public comment.
18. **Adjournment:** President Banner adjourned the meeting at 8:00 pm.