

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: June 25, 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, Susan Sonnevil, and Gene Wood  
Absent and excused: Penny Beals and Jennifer Roelof
- 3.\* **Acceptance of agenda:** **The agenda was approved on a motion by Wood with support from Heasley.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.\* **Reading and approval of minutes:** **The minutes of the May 28 meeting were accepted on a motion by Sonnevil with support from Wood.**
- 6.\* **Monthly financial report:**  
President Banner reported that the Stanley Stevens Fund on May 31 contained **\$118,728.16**.  
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:**

May 9 **\$45.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs

May 30 **\$30.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs

**Total grants to be added to 7420 Programs: \$75.00**

**On a motion by Heasley with support from Gheen, the bills paid in May were approved, the financial reports were accepted, and the grants credited to expense accounts were recognized.**

- 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:** none.

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- 13\***    **Policy Review - Privacy of Library Records Policy - 1<sup>st</sup> Reading**  
The Privacy of Library Records Policy was accepted for 1<sup>st</sup> Reading on a motion by Heasley with support from Wood.
- 14\***    **Policy Review - ADA Policy - 1<sup>st</sup> Reading**  
The ADA Policy was accepted for 1<sup>st</sup> Reading on a motion by Gheen with support from Sonnevil.
- 15\***    **2019-2020 Budget - 1<sup>st</sup> Reading**  
The 2019-2020 Budget was accepted for 1<sup>st</sup> Reading on a motion by Heasley with support from Wood.
- 16.**    **July meeting - is there a need to reschedule?** Beals and Gheen will not attend the July meeting. Banner, Heasley, Sonnevil and Wood are able to attend the meeting on July 23 as scheduled. Stannard will confirm that Roelof is able to attend as well. The July meeting will be held on July 23 as usual.
- 17.**    **Board comments:** none.
- 18.**    **Public comment:** There was no public comment.
- 19.**    **Adjournment:** President Banner adjourned the meeting at 7:50 pm.