

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: December 15, 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 7:01 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 Parchment, Kalamazoo Co., Michigan
 - Robert Heasley**, attending from Parchment, Kalamazoo Co., Michigan
 - Jennifer Roelof**, absent and excused
 - Gene Wood**, attending from Parchment, Kalamazoo, Co., Michigan
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Heasley with support from Beals.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:05 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 November 24th meeting were accepted without change on a motion by Wood with support from Grathwol.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
- 6.* **Monthly financial report:**
 - Stanley Stevens Fund**
President Banner presented the Stanley Stevens Fund (Kalamazoo Foundation) report as of November 30, 2020. The Fund has a value of \$138,425.17 (up approximately \$12,000). Grantmaking remains at \$26,698.58. On January 1, \$5,507.72 will be added, bringing the total grantmaking funds available to \$32,206.30.
 - Transfers:**
There were no transfers.
 - Grants to be added to expense accounts:**
There were no such grants in October.
 - Financial statement reconciliations review schedule**
November statements – Gene
December statements – Stephanie

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: December 15, 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.

January statements – Paul

Audit

All audit information that can be submitted online is complete. The auditor picked up paper documentation on December 14 and will complete the audit in January.

State Aid Report

The annual State Aid Report has been filed.

The bills paid in November were approved and the financial report accepted on a motion by Grathwol with support from Beals.

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

7. **Public comment:** At 7:13 pm, there was no public comment.
- 8.* **Monthly Director's report:** Stannard presented the report.
- 9.* **Monthly statistical report:** Stannard presented the report.
10. **Communications:**
There were no communications.
11. **COVID Update.** [in lieu of Strategic Planning which is on hold]
Stannard presented the update.
 - **Staff member with COVID, December 13.**
 - One of the staff contacted Stannard on December 2, saying that her daughter felt ill with a sore throat and fatigue. Stannard told her to stay home. Her daughter received a positive test result for COVID on December 12, and the staff member exhibited clear COVID symptoms herself on Sunday, December 13.
 - Stannard closed the library for the week of December 7-12.
 - No services are available this week.
 - Patrons who had ordered materials for pickup were advised these would be available beginning December 14.
 - Stannard will reopen the library with limited hours, curbside only, December 14-19, to minimize staff contact. The reduced schedule is: M, T, W: 1-5 pm;
Th, F, Sa: 9-1pm. I am considering maintaining reduced hours through January.
 - [Curbside service.](#)

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: December 15, 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.

- **Curbside service continues until (at least) 12/8/2020.** The public are not allowed in the building except for computer use by appointment (which is limited to one person in the building at a time, for 30 minutes). All other services are available via curbside, with the exception of reciprocal and in-person library card applications.
- **Signs for parking lot.** Bob at SignCrafters created 6 numbered curbside signs for the parking lot. This is a big help to staff when delivering curbside materials. Instead of memorizing the description of the vehicle and where it is parked, staff just ask for the number of the sign the patron is parked in front of.
- Stannard made a [Powtoon \(animated presentation\) for our curbside service](#) and posted it on the library's web site and Facebook page.
- **Open Meetings Act amendment**
 - The trustees discussed the recent amendment to the Michigan Open Meetings Act regarding virtual meetings, and confirmed that they intend to comply with the spirit of the OMA at the January meeting.

12. Committee reports: There were no committee reports.

Unfinished Business

There was no unfinished business.

New Business

13* Policy Review – Mission Statement – 1st Reading

The Mission Statement was accepted for 1st Reading on a motion by Heasley with support from Gheen.

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

14.* Policy Review – Internet Policy – 1st Reading

The Internet Policy was accepted for 1st Reading with changes on a motion by Beals with support from Heasley.

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

15.* Board comments: President Banner thanked the outgoing trustees Grathwol (Treasurer) and Wood (Vice President/Secretary) for their service. He asked Stannard to set a special Board meeting for January 5 in order to conduct the Annual Organizational Meeting as soon as possible, so that the vacant Board offices can be filled.

16. Public comment: at 8:06 pm there was one guest, who wished everyone a Merry Christmas.

17. Adjournment: President Banner adjourned the meeting at 8:06 pm. Stannard terminated the online meeting at that time.