

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: August 25, 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 7:00 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Jennifer Roelof, and Gene Wood. Absent and excused: Stephanie Grathwol
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Beals with support from Wood.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
- 4 a.* **Public hearing for proposed 2020-2021 budget:**
 The public hearing was called to order by President Banner at 7:02 pm.
The public hearing was opened on a motion by Heasley with support from Gheen.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
 No guests were in attendance.
The public hearing was closed on a motion by Heasley with support from Beals.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
 President Banner closed the public hearing at 7:04 pm.
- 4 b.* **Adoption of 2020-2021 millage levy and budget:**
The by-law to read the Resolution in its entirety was waived, the 2020-2021 millage of 1.9842 was approved, the 2020-2021 Budget was accepted on 3rd reading as unchanged from the 2nd reading, and the 2020-2021 Budget Resolution was adopted on a motion by Wood with support from Gheen.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
5. **Acknowledgment of guests:** As of 7:08 pm, there were no guests.
- 6.* **Reading and approval of minutes:**
The minutes of the July 28th meeting were accepted on a motion by Gheen with support from Beals.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
- 7.* **Monthly financial report:**

Stanley Stevens Fund
 President Banner reported that the Stanley Stevens Fund on July 31 contained **\$126,240.65** and the grantmaking amount is **\$26,698.58**. He noted that this represented a net loss YTD for the fund of \$5,897.51.

Transfers
\$982.95 to 7400 Supplies Office from 9800 Additions to Reserve Fund. Much of this is due to expenditures for PPE. Stannard reported that the library has received (in August) a \$500 grant to help defray the cost of PPE purchases from August 2020 through July 2021.

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\$236.17 to 8530 Communications Internet from 9800 Additions to Reserve Fund. This account is over budget because of the \$384 annual fee to SurveyMonkey, which is used to track daily staff health checks.

\$203.03 to 9782 Cap Imp Periodicals from 9800 Additions to Reserve Fund. This is over budget due to the purchase, in May, of an annual subscription to RBDigital eMagazines at a cost of \$1769.73.

\$3272.03 to 9787 Cap Imp Computers & Peripherals from 9800 Additions to Reserve Fund. This represents the purchase of 2 new staff workstations from CDWG for the Circulation Desk in July.

Grants to be added to expense accounts:

No grants were received in July.

Financial statement reconciliations review schedule

Board Officers are welcome to resume reviewing financial statement reconciliations, if they wish. Gene is scheduled to review statements for February and May, and Paul for April and for July. Stephanie has completed those for March and June.

The transfers and the bills paid in July were approved, the \$500 PPE grant acknowledged, and the financial report accepted on a motion by Wood with support from Heasley.

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

8. **Public comment:** At 7:23 pm, there were no guests and no public comment.
- 9.* **Monthly Director's report:** Stannard presented the report, including a plan to refurbish the landscape plantings around the building. **The landscape design firm of OCBA was approved to complete the design, manage the bid process, and administer the contractors on a motion by Beals with support from Heasley.** The funds to support this work (9350 Site Maintenance) will come from 9800 Additions to Reserve Fund.
Roll call vote: AYE: Beals, Gheen, Heasley, Roelof, Wood, and Banner. NAY: none.
- 10.* **Monthly statistical report:** Stannard presented the report.
11. **Communications:** There were no communications.
12. **Strategic Planning:** This item is on hold.
13. **Committee reports:** There were no committee reports.

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Unfinished Business

There was no Unfinished Business.

New Business

14.* Policy Review – Sexual Abuse and Molestation Prevention Policy – 1st Reading (Reviewed)

Note: The Board had reviewed this policy for 1st Reading in February. Since the COVID shutdown delayed the 2nd reading for six months, Stannard presented it again for 1st reading this month.

The Sexual Abuse and Molestation Prevention Policy was accepted for 1st Reading (Reviewed) as presented on a motion by Heasley with support from Beals.

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

15.* Policy Review – Child Safety Policy – 1st Reading (Reviewed)

Note: The Board had reviewed this policy for 1st Reading in February. Since the COVID shutdown delayed the 2nd reading for six months, Stannard presented it again for 1st reading this month.

The Child Safety Policy was accepted for 1st Reading (Reviewed) as revised on a motion by Wood with support from Heasley.

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

16. Board comments: None.

17. Public comment: at 8:03 pm there were no guests and no public comment.

18. Adjournment: President Banner adjourned the meeting at 8:03 pm. Stannard terminated the online meeting at that time.