

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: July 28, 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, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent and excused: Robert Heasley
- 3.* **Acceptance of agenda:**
The agenda was approved as amended on a motion by Gheen with support from Grathwol.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:04 pm, there were no guests.
- 5.* **Reading and approval of minutes:** **The minutes of the June 23rd meeting was accepted as corrected on a motion by Beals with support from Grathwol.**
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 June 30 contained **\$121,968.64** and the grantmaking amount is **\$26,698.58**. He noted that this represented a net gain for the month of \$2259.80. The net loss YTD for the fund is \$7909.72.

Transfers

No transfers in June.

Grants to be added to expense accounts:

No grants were received in June.

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; Stephanie for March and June, and Paul for April and (when available in August) for July.

Delinquent Taxes

We received our annual delinquent tax payment from Kalamazoo County, in the amount of \$17,193.30.

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Penal Fines

We received our annual Penal Fines check from Kalamazoo County on July 22, in the amount of \$10,930.34, which is pleasantly close to our budget of \$11,000.

- **The bills paid in June were approved and the financial report accepted on a motion by Wood with support from Gheen.**

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

7. **Public comment:** At 7:11 pm, there were no guests and no public comment.
- 8.* **Monthly Director's report:** Stannard presented the report.
- 9.* **Monthly statistical report:** A full report was not presented. Stannard discussed the increase in digital circulation and wifi use, and Facebook statistics.
10. **Communications:** There were no communications.
11. **Strategic Planning:** This item is on hold.
12. **Committee reports:** There were no committee reports.

Unfinished Business

13. **Reopening Plan – update**
Stannard presented the update.
- 14.* **2020-2021 Budget – 2nd Reading**
The 2020-2021 Budget was accepted for 2nd reading on a motion by Grathwol with support from Beals.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

New Business

- 15.* **Quote for Biblionix Apollo ILS**
The quote for Biblionix Apollo, in the amount of \$4790.00, was approved on a motion by Grathwol with support from Wood, including a transfer of funds in that amount from Account 9800 Additions to Reserve Fund to Account 9786 Cap Imp Software.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.

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- 16.* **Quote from CDWG for replacement computers**
The purchase of 2 new computers for the staff workroom from CDWG, in the amount of \$2108.66, was approved on a motion by Beals with support from Grathwol, including a transfer of funds in that amount from Account 9800 Additions to Reserve Fund to Account 9787 Cap Imp Computers.
It was decided to purchase additional replacement computers, 2 at a time, only as needed.
Roll call vote: AYE: Beals, Gheen, Grathwol, Roelof, Wood, and Banner. NAY: none.
17. **Board comments:** none
18. **Public comment:** at 8:14 pm there were no guests and no public comment.
19. **Adjournment:** President Banner adjourned the meeting at 8:14 pm. Stannard terminated the online meeting at that time.