

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: April 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 7:01 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent: none.
- 3.* **Acceptance of agenda:** **The agenda was approved on a motion by Heasley with support from Grathwol.**
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:03 pm, there were no guests.
- 5.* **Reading and approval of minutes:** **The minutes of the February 25 meeting were accepted as corrected on a motion by Beals with support from Grathwol.** There was no meeting held in March, due to the COVID-19 shutdown.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on March 31 contained **\$106,760.74** and the grantmaking amount is **\$26,698.58**. He noted that the Fund has lost \$15,396.93 YTD.

Transfers

There were no transfers this month.

Grants to be added to expense accounts

There were no grants this month.

Financial statement reconciliations review schedule

MAR: Gene (to review the February 2020 statements) – on hold

APR: Stephanie (to review the March 2020 statements) – on hold

MAY: Paul (to review the April 2020 statements)

*Note: The bookkeeper has been able to complete the bank reconciliations in QuickBooks via remote access. The Director can provide scans of the bank statements and reconciliations to the Board officers at any time, or can hold the reviews until social distancing restrictions have lifted.

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

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

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7. **Public comment:** At 7:19 pm, there were no guests and no public comment.

- 8.* **Monthly Director's report:** Stannard presented the report. She added the following information that wasn't included in the Director's Report in the packet:
 - Lost revenues due to COVID: approx. \$880 per month**
 - Copy machine sales - \$530 per month
 - Fines -\$350 per month
 - Penal Fines – estimated 15% loss, budgeted \$11,000 originally this FY
 - Most tax revenues have already been received

 - Savings due to COVID: approx. \$6500 per month**
 - Office supplies: avg \$1600 per month
 - Program expenses: avg \$408 per month
 - M&R Copy machine: avg \$526 per month
 - M&R Bldg: avg \$1311 per month
 - Gas & Electric: approx. \$400-\$500 per month
 - Water & Sewer: some savings, hard to calculate
 - Books: \$2300 per month
 - AV: \$300 per month physical, digital has increased \$300 per month

 - Extra expenses**
 - Shielding for Circulation Desk - \$2000 estimate from SignCrafters and J&J Glass
 - RBDigital – eMagazines (3200 titles) \$1769.73/yr. Should be available in early May.
 - RBDigital – eAudiobooks (40,000 titles, 400 new each month) \$2250/yr. Should be available in early May.

- 9.* **Monthly statistical report:** A full report was not presented. Stannard discussed the increase in digital circulation, via Hoopla and OverDrive.

10. **Communications:** There were no communications. Banner asked the Personnel Committee [Wood (chair), Gheen, and Heasley] to conduct the Director's annual evaluation online. If possible, the evaluation form should be reviewed and modified as necessary by May 7 and distributed to trustees via email by May 12. The Committee should report at the May 26 Board meeting. If necessary, the report can be delayed until the June 23 meeting.

11. **Strategic Planning:** This was tabled until next month.

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

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- 13.* New Policy – Infectious Disease Policy – 1st Reading**
The Infectious Disease Policy was accepted for 1st reading as amended on a motion by Grathwol with support from Beals.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
- 14.* Policy Amendment – Personnel Policy – 1st Reading**
The amendment to the Personnel Policy was accepted for 1st reading as presented on a motion by Gheen with support from Heasley.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
- 15. Board comments:** There were no board comments.
- 16. Public comment:** at 8:17 pm there were no guests and no public comment.
- 17. Adjournment:** President Banner adjourned the meeting at 8:18 pm. Stannard terminated the online meeting at that time.