

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 23, 2021**

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 7:02 pm.
2. **Roll call:**
 - Paul Banner**, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
 - Penny Beals**, attending from Englewood, Charlotte Co., Florida (entered at 7:13 pm)
 - Kim Gheen**, attending from Kalamazoo Township, Kalamazoo Co., Michigan
 - Valerie Harris**, attending from Parchment, Kalamazoo Co., Michigan
 - Robert Heasley**, attending from Parchment, Kalamazoo Co., Michigan
 - Lisa Lysdahl**, attending from Parchment, Kalamazoo Co., Michigan
 - Jennifer Roelof**, attending from Cooper Township, Kalamazoo Co., Michigan
- 3.* **Acceptance of agenda:**

The agenda was approved on a motion by Heasley with support from Harris.

Roll call vote: AYE: Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:05 pm, there were no guests.
- 5.* **Reading and approval of minutes:**

The minutes of the January 26th meeting were accepted as presented on a motion by Heasley with support from Harris.

Roll call vote: AYE: Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
- 6.* **Monthly financial report:**
 - Stanley Stevens Fund**
 - President Banner presented the Stanley Stevens Fund (Kalamazoo Foundation) report as of January 31, 2021. The Fund has a value of \$143,166.47. This includes a net gain of \$173.21 and the deduction of the annual administrative fee of \$914.76. Grantmaking funds available are \$32,206.30.
 - Transfers**
 - There were no transfers in January.
 - Grants to be added to expense accounts:**
 - 1/7/21 \$5.00 Event fee to 7420 Programs
 - Income**
 - Tax revenues are beginning to arrive. Total tax revenues may be less than expected due to COVID.
 - Financial statement reconciliations review schedule**
 - November statements – Kim (these are ready for review)
 - December statements – Valerie (these are ready for review)

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January statements – Paul (these are ready for review)

The bills paid in January were approved, the grant acknowledged, and the financial report was accepted on a motion by Heasley with support from Lysdahl.

Roll call vote: AYE: Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.

7. **Public comment:** At 7:16 pm, there were no guests.
- 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.
 - **Staffing**
 - One of the clerical staff (12 hours/week) is on unpaid leave until March.
 - One of the clerical staff (16 hours/week) will retire at the end of February.

Stannard reported that she can staff the library easily with the current, half-day schedule. It would be possible (if no one gets sick) to open the library for 8-hour days M-F and 4 hours on Saturday. She is considering keeping us at 4 hours per day a few weeks longer.

 - **Open the library to the public**
The Library opened again to the public on February 1. So far staff have had no trouble, except for reminding visitors to keep their masks over their nose and mouth. Patrons tell us they are very happy to be able to browse the shelves again, and to use our computers.
12. **Committee reports:** There were no committee reports. The Personnel Committee should begin their work with the Director's Evaluation in March.

Unfinished Business

There was no unfinished business.

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New Business

13* Policy Review – Security Camera Policy – 1st Reading

This item was tabled to the March 23rd meeting by President Banner, due to recent legislation which needs to be incorporated into the policy.

New Business

There was no new business.

14. Board comments:

15. Public comment: at 7:38 pm there were no guests.

16. Adjournment: President Banner adjourned the meeting at 7:39 pm. Stannard terminated the online meeting at that time.