

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: September 24, 2019

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, Susan Sonnevill, and Gene Wood. Absent and excused: none
- 3.\* **Acceptance of agenda:** **The agenda was approved on a motion by Gheen with support from Heasley.**
4. **Acknowledgment of guests:** Dianne Daniel and Stephanie Grathwol.
- 5.\* **Reading and approval of minutes:** **The minutes of the August 27 meeting were accepted on a motion by Heasley with support from Wood.**
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner reported that the Stanley Stevens Fund on August 31 contained **\$122,407.15** and the grantmaking amount is **\$21,313.11**.

**Transfers**

Note: All transfers will be made from **9800 Additions to Reserve Fund**.

These transfers are intended to fully fund all line items through the end of the fiscal year on September 30, 2019.

**Total transfers = \$11,170**

|        |                                  |
|--------|----------------------------------|
| \$80   | to 8120 Continuing Education     |
| \$360  | to 8150 Legal Fees               |
| \$20   | to 8510 Telephone                |
| \$300  | to 9310 Copy Machine             |
| \$2500 | to 9330 M&R Building             |
| \$300  | to 9340 M&R Maintenance supplies |
| \$910  | to 9360 M&R Elevator             |
| \$100  | to 9410 Utilities – Gas          |
| \$3000 | to 9420 Utilities – Electric     |
| \$1500 | to 9784 Cap. Imp. – AV           |
| \$2100 | to 9787 Cap. Imp. - Computers    |

**Grants to be added to expense accounts:**

Aug 8 **\$30** (Event fees) from 6700 Program Fees & Support to **7420 Programs \$98.72** (HEC Settlement Fund) to **9782 Periodicals**

Aug 22 **\$40** (Event fees) from 6700 Program Fees & Support to **7420 Programs**

**Total grants to be added to 7420 Programs: \$70**

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**Corrections for 2019-2020 Budget:**

Stannard reported, that due to her error, the 2019-2020 salary figures were incorrect.

The correct figures are:

7210 \$149,762 (an increase of \$2301)

7220 \$144,152 (an increase of \$2511)

7250 \$ 22,484 (an increase of \$ 368)

**Total increase: \$5180.** Stannard will submit a proposed transfer of funds into these line items from 9800 Additions to Reserve Fund at the October meeting.

**Insurance Premiums 2019-2020**

Stannard reported that Dan Willson, the Library's insurance agent with Lighthouse Insurance, delivered some very good news regarding Workers Comp, Directors and Officers, Cyber Security, and Liability insurance premiums for next year.

The **Worker's Comp** policy with Selective is set to renew at \$1069 on October 1. Dan found an identical policy with Michigan Insurance Company (part of the Donegal Insurance Group), for just **\$771**, a savings of \$298.

The **Directors and Officers** policy with Cincinnati Insurance is set to renew at \$1486 on October 1. Dan offered a policy from USLI (United States Liability Insurance, a Warren Buffett company) that offers slightly better coverage for **\$998**, a savings of \$488.

The **Cyber Security** policy with Beazley will renew at the current rate, **\$1000**, on December 1.

The **Liability** policy with Selective is set to renew at \$7798 (an increase of \$833 from our current premium) on October 1. Dan offered a policy from Great American Insurance that has better coverage for **\$7706**, a savings of \$92. Of further benefit is Great American's much less rigid procedural requirements for legal policies, staff training, and background checks, which relieves us of many unnecessary administrative tasks.

In total, the Library will realize a **savings of \$878** by moving to the new carriers.

D&O, Cyber, and Liability insurance in 2019-2020, budgeted at \$10,000, will come in \$396 under budget at **\$9704**. Workers Comp, budgeted at \$1200, will come in \$429 under budget at **\$771**.

Stannard is still waiting on confirmation of the **2019-2020 health insurance premiums** from Teachout and Associates.

- **The bills paid in August were approved, the transfers were approved, the financial report accepted, and the grants were recognized on a motion by Heasley with support from Sonnevil.**

7. **Public comment:** There was no public comment.

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- 8.\* **Monthly Director's report:** Stannard presented the report.
- 9.\* **Monthly statistical report:** Stannard presented the report.
- 10. **Communications:** none.
- 11. **Strategic Planning:** none.
- 12. **Committee reports:** There were no committee reports.
- 13.\* **Policy Review - Purchasing Policy – 2<sup>nd</sup> Reading**  
**The Purchasing Policy was accepted for 2<sup>nd</sup> reading without change and accepted as reviewed on a motion by Heasley with support from Gheen.**
- 14.\* **Policy Review - Electronic Transactions and ACH Policy – 2<sup>nd</sup> Reading**  
**The Electronic Transactions and ACH Policy was accepted for 2<sup>nd</sup> reading and adopted as amended on a motion by Wood with support from Beals.**
- 15.\* **Policy Review - Investment Policy – 2<sup>nd</sup> Reading**  
**The Investment Policy was accepted for 2<sup>nd</sup> reading without change and accepted as reviewed on a motion by Heasley with support from Sonnevil.**
- 16. **Board comments:** Sonnevil was presented with a Certificate of Appreciation for her 11 years of service on the Board. She received many expressions of gratitude from all present for her efforts on behalf of the Library and the City of Parchment, along with wishes for happiness in her new home. Stephanie Grathwol will serve in her place until the 2020 election, and her appointment will be confirmed by resolution at the October 22 meeting.
- 17. **Public comment:** There was no public comment.
- 18. **Adjournment:** President Banner adjourned the meeting at 7:46 pm.