

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: May 26, 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, 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 Wood.**
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:01 pm, there were no guests.
- 5.* **Reading and approval of minutes:** **The minutes of the April 28 and April 30 meetings were accepted as corrected on a motion by Beals with support from Grathwol.**
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 April 30 contained **\$116,302.16** and the grantmaking amount is **\$26,698.58**. He noted that the Fund lost \$25,377.42 YTD as of March 31 rather than the \$15,396.93 he reported at the April 28 meeting. In April this fund regained \$9541.42, for a current YTD loss of \$15,836.00.

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

President Banner stated that the reconciliations review process by Board officers will be on hold until it can be done in person at the library.

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

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

7. **Public comment:** At 7:08 pm, there were no guests and no public comment.
- 8.* **Monthly Director's report:** Stannard presented the report. She was asked about the status of the front sign, which is still broken. She said that she and the local sign shop have done all they can. She will try again this week to connect to the software provider, who can run a remote diagnostic to determine

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the problem.

- 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 was tabled until next month.
- 12. **Committee reports:** Wood presented the Personnel Committee's completed Director's Evaluation. Copies have been sent to all trustees and to the Director. He stated that the evaluation was uniformly positive. **The Personnel Committee's recommendation to grant the Director a 5% raise in the 2020-2021 fiscal year was accepted on a motion by Wood with support from Beals.**
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.

Unfinished business

- 13.* **New Policy – Infectious Disease Policy – 2nd Reading**
This item was tabled to the June 23 meeting on a motion by Heasley with support from Roelof.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
- 14.* **Policy Amendment – Personnel Policy – 2nd Reading**
The amendment to the Personnel Policy was accepted for 2nd reading and adopted as revised on a motion by Heasley with support from Gheen.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.

New business

- 15.* **Approve Reopening Plan**
The Reopening Plan was approved, with a request to the Director to report revisions at the monthly Board meetings as the plan evolves to handle existing conditions, on a motion by Heasley with support from Wood.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, Banner. NAY: none.
- 16.* **Policy Amendment – Circulation Policy – 1st Reading**
The Circulation Policy was approved 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.
- 17. **Board comments:** There were no board comments.

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18. **Public comment:** at 8:58 pm there were no guests and no public comment.
19. **Adjournment:** President Banner adjourned the meeting at 8:59 pm. Stannard terminated the online meeting at that time.