

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: January 5, 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.

PURPOSE OF SPECIAL MEETING:

Two trustees whose terms ended on December 31, 2020 were also Board Officers: Stephanie Grathwol (Treasurer) and Gene Wood (Vice President/Secretary). Board officers (President, Vice President/Secretary, and Treasurer) are usually selected at the Annual Organization Meeting each January. To ensure that the full slate of Board Officers is filled as quickly as possible, the Annual Organizational Meeting has been scheduled as a Special Meeting, separate from the regularly-scheduled meeting on January 26, 2021.

1. **Call to order:** The meeting was called to order by President Banner at 7:00 pm.

2. **Roll call:**

Paul Banner, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
Penny Beals, attending from Cooper Twp., Kalamazoo Co., Michigan
Kim Gheen, attending from Kalamazoo Twp., 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 Twp., Kalamazoo Co., Michigan

3.* **Acceptance of agenda:**

Stannard requested the addition of Acknowledgment of Guests to the agenda, immediately after #3 Acceptance of Agenda.

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

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

4. **Acknowledgment of guests:** As of 7:04 pm, there were no guests.

5.* **Annual Organizational Meeting:**

The annual organizational meeting was opened at 7:05 pm by President Banner on a motion by Heasley with support by Beals.

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

A. Election of officers

President: **Banner was nominated for President on a motion by Heasley with support from Harris. Nominations were closed on a motion by Heasley with support from Beals. Banner was elected as President by unanimous vote.**

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

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Vice President/Secretary: Gheen was nominated for Vice President/Secretary on a motion by Heasley with support from Beals. Nominations were closed on a motion by Roelof with support from Heasley. **Gheen was elected as Vice President/Secretary by unanimous vote.**

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

Treasurer: Harris was nominated for Treasurer on a motion by Heasley with support from Beals. Nominations were closed on a motion by Heasley with support from Gheen. **Harris was elected as Treasurer by unanimous vote.**

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

B. Appointments of Committees

President Banner appointed the following committees:

Materials Review Committee: Heasley (chair), Beals, Lysdahl

Personnel Committee: Gheen (chair), Harris, Roelof

C. Financial institutions

The following financial institutions were approved on a motion by Heasley with support from Harris.

PNC (primary checking)

Kalamazoo Community Foundation (Stanley Stevens Fund)

First National Bank (Insured Cash Sweep, CDARS, Money Market)

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

D. Review schedule for financial reconciliation statements

The reconciliation statements for library accounts will be reviewed by a board officer each month using the following schedule:

JAN	President
FEB	Vice President
MAR	Treasurer
APR	President
MAY	Vice President
JUN	Treasurer
JUL	President
AUG	Vice President
SEP	Treasurer
OCT	President
NOV	Vice President
DEC	Treasurer

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E. Completion of Conflict of Interest statements

Each trustee completed a Conflict of Interest statement. These will be kept on file in the Board Meeting Documents – Current Year binder in the Director's office.

President Banner closed the Annual Organizational Meeting at 7:43 pm on a motion by Gheen with support from Heasley.

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

6. **Board comments:** Gheen noted that she will not be able to attend the January 26 meeting.
7. **Public comment:** at 7:48 pm there were no guests.
8. **Adjournment:** President Banner adjourned the meeting at 7:48 pm. Stannard terminated the online meeting at that time.