

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: July 23, 2019

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:** Present: Paul Banner, Jennifer Roelof, Susan Sonnevil, and Gene Wood  
Absent and excused: Penny Beals, Kim Gheen, and Robert Heasley
- 3.\* **Acceptance of agenda:** The agenda was approved on a motion by Wood with support from Roelof.
4. **Acknowledgment of guests:** There were no guests.
- 5.\* **Reading and approval of minutes:** The minutes of the June 25 meeting were accepted on a motion by Sonnevil with support from Wood.
- 6.\* **Monthly financial report:**  
President Banner reported that the Stanley Stevens Fund on June 30 contained **\$124,289.74**.  
The Grantmaking Fund contains **\$21,313.11**.

**Transfers**

**\$1100** to **8150 Legal Fees** from 9800 Additions to Reserve Fund  
**\$2000** to **9330 M&R Building** from 9800 Additions to Reserve Fund  
**\$435** to **9360 M&R Elevator** from 9800 Additions to Reserve Fund  
 Total transfers from 9800 Additions to Reserve Fund: **\$3535**

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

June 6 **\$165** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
 June 20 **\$10** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
 June 27 **\$5** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
**Total grants to be added to 7420 Programs: \$180**

**On a motion by Roelof with support from Sonnevil, the bills paid in June and the requested transfers were approved, the financial reports were accepted, and the grants credited to expense accounts were acknowledged.**

- 7.\* **Public comment:** There was no public comment.
- 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:** none.

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- 13\***     **Policy Review - Privacy of Library Records Policy - 2<sup>nd</sup> Reading**  
The Privacy of Library Records Policy was accepted for 2<sup>nd</sup> Reading and adopted as reviewed without change on a motion by Sonnevil with support from Wood.
- 14\***     **Policy Review - ADA Policy - 2<sup>nd</sup> Reading**  
The ADA Policy was accepted for 2<sup>nd</sup> Reading on a motion and adopted as reviewed without change by Wood with support from Roelof.
- 15\***     **2019-2020 Budget - 2<sup>nd</sup> Reading**  
The 2019-2020 Budget was accepted for 2<sup>nd</sup> Reading on a motion by Wood with support from Sonnevil.
- 17.**     **Board comments:** none.
- 18.**     **Public comment:** There was no public comment.
- 19.**     **Adjournment:** President Banner adjourned the meeting at 7:58 pm.