

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: June 26, 2018

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Robert Heasley, Jennifer Roelof, Susan Sonnevil, and Gene Wood. Absent and excused: Kim Gheen
- 3.* **Acceptance of agenda:** **The agenda was approved as corrected on a motion by Wood with support from Heasley.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.* **Reading and approval of minutes:** **The minutes of the May 22 meeting were accepted on a motion by Heasley with support from Sonnevil.**
- 6.* **Monthly financial report:**

Transfers:

There are no transfers this month. Transfers will be approved at the July meeting.

Grants credited to expense accounts:

There were no grants credited to expense accounts in May 2018.

Program fees (6700) to be transferred to Programs (7420):

\$16.00 (May 10 \$5.00, May 25 \$11.00)

State Aid

We received our first State Aid check in the amount of **\$3629**, which is \$629 more than we budgeted. A second check for the same amount will arrive later this year.

ICS & CDARS Reports

Stannard was directed to provide a copy of the ICS and CDARS reports to President Banner each month, and to include a copy of the ICS and CDARS reports in the Board packet once per quarter.

Move funds from maturing CD from CDARS from First National Bank of Michigan to another institution?

The interest rates for our CDARS funds are not as high as those from local banks and credit unions. One of the accounts will mature on September 13 of this year. Stannard was directed to speak with the library's account representative at First National about improving our CD rates, and to obtain rates from area banks and credit unions. She was further directed to ensure that the library is qualified to receive the quoted rate from each institution.

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Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on May 31 contained **\$121,774.64** and the grantmaking amount is **\$16,060.85**.

- **The financial report and the bills paid in May were approved, and the transfer of program fees were recognized, on a motion by Wood with support from Beals.**

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:** Stannard presented the quote from KRESA for printing and mailing 4100 copies of the Strategic Planning PR Tool. She was directed to obtain pricing from River Run Press and Portage Printing for printing, and from First Fulfillment for distribution. She was further directed to obtain pricing for including a half-sheet flyer with the Planning Tool.
12. **Committee reports:** There were no committee reports.
- 13.* **Policy Review - Circulation Policy – 1st Reading**
The Circulation Policy was accepted for 1st reading on a motion by Heasley with support from Roelof.
- 14.* **Policy Review - Credit Card (for staff use) Policy - 1st Reading**
Stannard was directed to add a second sentence to Item 3: "Each employee who receives or has the use of a Library credit card will sign a document that states he or she has read and understands this policy." Stannard was directed to make a version of this policy for employees to sign that includes a signature line at the bottom, with the phrase, "I have read and understand this policy and my obligations regarding the use of Library credit cards."

Stannard was directed to reference the appropriate Michigan statute in Item 5.

Note that Item 10 is intended to encourage staff to prevent late payment penalties by submitting all credit card receipts in a timely fashion, and to ensure that the Director and Bookkeeper pay each credit card's monthly invoice on or before the due date.

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Item 14 was changed to read "all Library credit cards" rather than "the Library credit card."

The Credit Card (for staff use) Policy was accepted for 1st reading on a motion by Heasley with support from Beals.

15.* 2018-2019 Budget - 1st Reading

The 2018-2019 Budget was accepted for 1st Reading on a motion by Wood with support from Heasley.

16. Board comments: Beals will not attend the July meeting.

17. Public comment: There was no public comment.

18. Adjournment: President Banner adjourned the meeting at 8:35 pm.