

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: September 22, 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 7:02 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Stephanie Grathwol, Robert Heasley, and Gene Wood. Absent and excused: Jennifer Roelof
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Heasley with support from Grathwol.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:04 pm, there were no guests.
- 5.* **Reading and approval of minutes:**
The minutes of the August 25th meeting were accepted on a motion by Gheen with support from Wood.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Wood, and Banner. NAY: none.
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on August 31 contained **\$131,023.92** and the grantmaking amount is **\$26,698.58**. He noted that this represented a gain in August of \$4783.27 and a net loss YTD of \$1,114.24.

End of year overview

Income: Tax, State Aid, Penal Fines, and Gifts income were on target. Interest income was much higher than expected. Income from fines and copy machine sales is about 45% of the budgeted amount, due to the COVID shutdown and the removal in June of overdue fines. **Our total income as of 9/30/2020 is expected to be 99.5% of the budgeted amount.**

Expense: In January, \$5000 was transferred from 9800 Additions to Reserve Fund to 9330 M&R Building. In August, \$4694.18 was transferred from 9800 to 7400 Office Supplies (\$982.95), 8530 Internet (\$236.17), 9782 Periodicals (\$203.03), and 9787 Cap. Imp. Computers (\$3272.03). **We will put at least \$8500 into the Reserve Fund on 10/1/2020.**

Transfers from 9800 Additions to Reserve Fund

\$1000 to 7400 Supplies – Office
 \$134 to 8120 Fees – Continuing Education
 \$250 to 8150 Fees – Legal Fees
 \$100 to 8530 Communications – Internet
 \$1000 to 9330 M&R Building

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\$300 to 9340 M&R Maintenance Supplies

\$253 to 9370 M&R Fire Alarm

\$3000 to 9390 M&R Network & Computers

\$130 to Misc. Contingency

\$2500 to 9784 Cap. Imp. AV

\$200 to 9786 Cap. Imp. Software

\$2500 to 9788 Cap. Imp. Furnishings

\$11,367 Total transfer from 9800 Additions to Reserve Fund

Note re 9789 Furnishings: The amount remaining (\$1285) in 9789 Furnishings (in the Profit & Loss YTD Comparison report) was discussed. This line item had a zero (0) budget balance on 10/1/2019. Glass shielding for the Circulation Desk was purchased in May 2020. \$3285 was transferred from 9800 Additions to 9789 Furnishings to cover this expense, and \$3285 was added to the budget for 9789 Furnishings. In August 2020, a grant of \$2000 was received from the Southwest Michigan Library Cooperative to help defray the cost of the shielding, and \$2000 was added to the budget for 9789 Furnishings. The Director believes that the QuickBooks report reflects an excess of \$1285 in 9789 Furnishings, but President Banner expressed concern that it might reflect a deficit. **The Board decided not to transfer any additional funds into 9789 Furnishings at this time, and wishes to note that if they have misinterpreted the QuickBooks budget, they intend to transfer funds retroactively to cover any deficit in this line item.**

Grants to be added to expense accounts:

Aug 6 **\$260 to 9340 M&R Maintenance Supplies.** From Southwest Michigan Library Coop for PPE supplies.

Aug 6 **\$2000 to 9788 Fixtures & Equipment.** From Southwest Michigan Library Coop for glass shielding at Circ Desk.

Note: These amounts have already been added to the 2019-2020 budget.

Financial statement reconciliations review schedule

August statements – Gene

September statements – Stephanie

October statements - Paul

The transfers and the bills paid in August were approved, the grants acknowledged, and the financial report accepted on a motion by Grathwol with support from Beals.

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

7. Public comment: At 7:21 pm, there were no guests and no public comment.

8.* Monthly Director's report: Stannard presented the report. The report included recently-received quotes

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from Clark Technical Services and Esper Electric to install two exterior wifi transmitters on the library building. The quotes total \$3131.88. **Both quotes were approved, effective October 1, 2020, on a motion by Heasley with support from Grathwol.** The funds to support this work will be transferred to 9787 Cap. Imp. Computers) from 9800 Additions to Reserve Fund.

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

- 9.* **Monthly statistical report:** Stannard presented the report.
- 10. **Communications:** There were no communications.
- 11. **Strategic Planning:** This item is on hold.
- 12. **Committee reports:** There were no committee reports.

Unfinished Business

- 13* **Policy Review – Sexual Abuse and Molestation Prevention Policy – 2nd Reading**
The Sexual Abuse and Molestation Prevention Policy was accepted for 2nd Reading as reviewed on a motion by Beals with support from Heasley.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Wood, and Banner. NAY: none.
- 14.* **Policy Review – Child Safety Policy – 2nd Reading**
The Child Safety Policy was accepted for 2nd Reading as revised on a motion by Wood with support from Grathwol.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Wood, and Banner. NAY: none.

New Business

- 15.* **Board comments:** None.
- 16. **Public comment:** at 8:02 pm there were no guests and no public comment.
- 17. **Adjournment:** President Banner adjourned the meeting at 8:02 pm. Stannard terminated the online meeting at that time.