

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: March 23, 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.

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:**
 - Paul Banner**, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
 - Penny Beals**, attending from Cooper Township, Kalamazoo Co., Michigan (entered at 7:12 pm)
 - Kim Gheen**, attending from Kalamazoo Township, Kalamazoo Co., Michigan
 - Valerie Harris**, attending from Parchment, Kalamazoo Co., Michigan (entered at 7:06 pm)
 - Robert Heasley**, attending from Parchment, Kalamazoo Co., Michigan
 - Lisa Lysdahl**, attending from Parchment, Kalamazoo Co., Michigan
 - Jennifer Roelof**, absent and excused
- 3.* **Acceptance of agenda:**

The agenda was approved on a motion by Gheen with support from Heasley.
Roll call vote: AYE: Gheen, Heasley, Lysdahl, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:06 pm, there were no guests.
- 5.* **Reading and approval of minutes:**

The minutes of the February 23rd meeting were accepted as presented on a motion by Heasley with support from Lysdahl.
Roll call vote: AYE: Gheen, Harris, Heasley, Lysdahl, and Banner. NAY: none.
- 6.* **Monthly financial report:**
 - Stanley Stevens Fund**

President Banner noted that the February Stanley Stevens Fund (Kalamazoo Foundation) statement is not available due to trouble with printing PDF files from the KalFound website. He reported what information he obtained online: In February, the Fund gained \$5429.43, with a YTD gain of \$6417.40. Grantmaking funds available are \$32,206.30. [Addendum: On 3/24/2021, Stannard received the February 2021 statement, which indicates that as of 2/28/2021 the Fund had a value of \$148,595.90.]
 - Transfers**

There are no transfers this month
 - Grants to be added to expense accounts**

There were no such grants this month
 - Financial statement reconciliations review schedule**

March statements – Valerie (to be reviewed May 2)
April statements – Paul
May statements – Kim

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Transfer from PNC to First National Bank

Since most of tax funds for the year have been received, and the Library's PNC checking account was over the FDIC limit, Stannard transferred \$100,000 from PNC to the Library's First National Bank money market account. \$250,000 will remain in the money market account; any remaining funds will be distributed to various banks through the ICS program.

The bills paid in February were approved and the financial report was accepted on a motion by Heasley with support from Harris.

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

7. Public comment: At 7:22 pm, there were no guests.

8.* Monthly Director's report: Stannard presented the report.

Liability Insurance

Two quotes are complete. The third quote hit a last-minute problem and was not ready for the meeting.

Study carrels

The Hackett High School library is the new home for the Library's two of the Library's study carrels.

Front doors

Stannard noted that the front doors have been repaired a few times over the years – they are now in need of replacement. She is gathering quotes.

Exterior cleaning

Fish Window cleaning will clean the Library's exterior windows, pressure wash the concrete in the front entrance, and pressure wash the concrete slab and adjacent brick wall in the rear of the building.

Skylight cleaning

Fish Window cleaning has quoted the cost of cleaning the exterior skylight, including removing as much as possible of the tint film, at \$500. They also quoted the cost of cleaning the interior skylight at \$600, which includes a lift rental fee.

Circulation Desk replacement

Stannard received a quote from Esper Electric to power the new desk (\$2630). She anticipates that the new desk will be installed in mid to late April, and that she would close the library Wednesday, Thursday and Friday that week. The desk is anticipated to be completed in two days, but she has found it wise to add an extra day to a project to handle any unexpected problems.

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Tax Help

The tent at the KVCC parking lot was canceled, and I haven't heard from VITA about any new venues. She has learned that VITA will provide additional tax help at this location through May 12, since the filing deadline has been extended to May 17.

Current services

Programs:

- **Storytimes.** Mrs. B is now conducting her storytimes live on Zoom on Wednesdays and Thursdays, 10:30-11:00, and provides craft bags for participants to pick up each week.
- **Craft bags.** Mrs. B makes a new craft bag each week for anyone to pick up. The crafts are designed for ages 4 and up.
- **Mystery Book Club.** Karen is hosting the [Mystery Book Club](#) on the 3rd Monday each month at 4:00 pm via Zoom.
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). A recent post on the We Are Parchment Facebook page asked what was going on in the former mill property near Island Avenue, and Stannard was delighted to be able to answer with a link to the recent Parchment Update featuring Greg Terrill of Building Restorations Inc. and his work to renovate several of the old mill buildings. In March, Karen has interviewed [Kent DeBoer](#) about the City's new Master Plan, [Supt. Jason Misner](#) about the school district's third trimester, and [Nancy Lenz](#) of the Parchment United Methodist Church about their Fresh Food Initiative.
- **Parchment Action Team** meets on the 3rd Thursday each month at 7:00 pm on Zoom. [See all the details here.](#)
- **Faith Perspectives on Climate Change (an Earth Day Event).** Three local faith leaders will share their perspectives on faith and climate change. They will make individual videos that will be posted at the beginning of April. The community is invited to meet in a Zoom session on April 20th at 7:00 pm to discuss the videos and how they relate to their own views on climate change.

Book Sale: We have set up the Library's tables in the atrium area with fiction and non-fiction books. This will continue while supplies last. The Friends hope to have an outdoor book sale during Kindleberger Fest on July 10.

Informatics: Karen has created two new informatics (using Powtoon), both of which are on the [Digital Content page](#) of the Library's website. These short videos illustrate how to sign up for a Hoopla or an OverDrive account. She is planning to add more of these how-to videos.

9.* **Monthly statistical report:** Stannard presented the report.

10. **Communications:** There were no communications.

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11. COVID Update: [in lieu of Strategic Planning which is on hold]

Stannard presented the update.

- **Staff COVID-19 vaccinations**

One staff member has received both vaccinations and will be fully immunized on April 1. Another will be fully immunized in mid-April, one on April 21 and three others on April 22. Of the three remaining staff, one is seeking her first vaccination, one will sign up when eligible, and the third does not plan to receive the vaccine.

- **Hours to change in April**

Stannard plans to increase hours in April. The new hours will be: Mon & Tue 9-6; Wed-Fri 9-5; Sat 9-1. This schedule may begin on April 5 or 12.

- **Restrictions relaxed as of March 5**

Gatherings of 25 people are now permitted, but social distancing and masks are required. Social distancing rules (6 ft. separation) prevent the Library's Local History Room from being used for meetings. The Community Room can accommodate 16 people seated in chairs, or 8 people seated at tables.

12. Committee reports: President Banner asked the Personnel Committee to begin the Director's Evaluation. Committee Chair Gheen replied that the evaluation forms will be distributed to trustees on May 1, to be returned no later than May 15. Gheen reminded all trustees to look for the link in their new "PCL" trustee gmail accounts.

Unfinished Business

There was no unfinished business.

New Business

13* Policy Review - Security Camera Policy – 1st Reading*

The Security Camera Policy was accepted for 1st Reading as presented on a motion by Heasley with support from Beals.

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

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14. Policy Review – Privacy of Library Records Policy – 1st Reading*

The Privacy of Library Records Policy [to be renamed Disclosure of Library Records Policy] was accepted for 1st Reading as presented on a motion by Heasley with support from Gheen.

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

15. Board comments: none

16. Public comment: at 8:15 pm there were no guests.

17. Adjournment: President Banner adjourned the meeting at 8:15 pm.
Stannard terminated the online meeting at that time.