

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: November 24, 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:**
 - 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
 - Stephanie Grathwol**, attending from Bloomfield Twp., Oakland Co., Michigan
 - Robert Heasley**, attending from Parchment, Kalamazoo Co., Michigan
 - Jennifer Roelof**, attending from Cooper Twp., Kalamazoo Co., Michigan
 - Gene Wood**, attending from Parchment, Kalamazoo, Co., Michigan
- 3.* **Acceptance of agenda:**

The agenda was approved on a motion by Heasley with support from Beals.

Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley Roelof, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:06 pm, there was one guest. The guest was welcomed and informed that they would have two opportunities in the agenda to speak to the trustees, if they wished to do so.
- 5.* **Reading and approval of minutes:**

The minutes of the October 27th meeting were accepted without change on a motion by Grathwol with support from Gheen.

Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
- 6.* **Monthly financial report:**
 - Stanley Stevens Fund**
 - President Banner presented the Stanley Stevens Fund (Kalamazoo Foundation) report as of October 31, 2020. The Fund has a value of \$126,519.41. This represents a loss in October of \$1,229.50 and a loss YTD of \$5,618.75. Grantmaking remains at \$26,698.58. On January 1, \$5,507.72 will be added, bringing the total grantmaking funds available to \$32,206.30.
 - Transfers:**
 - There were no transfers.
 - Grants to be added to expense accounts:**
 - There were no such grants in October.
 - Financial statement reconciliations review schedule**
 - November statements – Gene
 - December statements – Stephanie

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January statements – Paul

Audit

Stannard reported that there will be a “contactless” audit this year. The auditors, Gabridge & Co., will receive most documentation via an online portal. Stannard will pull a selection of invoices (samples) that the auditor has requested to review; he will pick these up on December 14 and complete the audit shortly thereafter. The auditors will contact some trustees by email to conduct the Internal Control Questionnaire.

State Aid Report

The annual State Aid Report must be filed by January 31 by each public library in Michigan in order for the Library to receive State Aid funding. Stannard completed and

The bills paid in October were approved and the financial report accepted on a motion by Wood with support from Beals.

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

7. **Public comment:** At 7:14 pm, there was one guest, Lisa Lysdahl. She is a trustee-elect and was welcomed to the library board.
- 8.* **Monthly Director’s report:** Stannard presented the report.
- 9.* **Monthly statistical report:** Stannard presented the report.
10. **Communications:**
There were no communications.
11. **COVID Update.** [in lieu of Strategic Planning which is on hold]
Stannard presented the update.
 - [Curbside service](#). PCL returned to curbside service on Monday, 11/16/2020. The public are not allowed in the building except for computer use by appointment (which is limited to one person in the building at a time, for 30 minutes). All other services are available via curbside, with the exception of reciprocal and in-person library card applications.
 - [MDHHS Gatherings and Face Mask Order](#). Issued 11/13/2020, Effective 11/18/2020 to 12/8/2020. This order does not require libraries to offer curbside-only service, but does require libraries to limit building occupancy to 30% (including staff). In Kalamazoo County, all libraries except Augusta (which is open at 30%) are offering curbside service only, and most other SMLC libraries have closed their buildings and are offering curbside service/appointments only.

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- [MIOsha Executive Rule 5\(8\)](#). “The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.” [Filed 10/14/2020] I have added an addendum to our Reopening Plan (as Appendix 2) to comply with this requirement. I will attend a Library Law Spotlight webinar (from the Library of Michigan) on this topic on December 18. It is very difficult with our small staff size, and with the type of work that we do, to have employees work from home, but we are making a good faith effort to do what we can.
- [MIOsha COVID-19 Preparedness and Response Plan](#). [Note: this link will auto-download the Plan as a Word document.] I had already incorporated the elements from the MIOsha template into our Reopening Plan. After attending a [webinar on November 16 with Sean Egan](#), Michigan COVID-19 Workplace Safety Director, I decided to add the full MIOsha plan to our Reopening Plan, as Appendix 1.
- Reopening Plan. [This is a link to the revised plan](#), as found on the library’s website.

12. Committee reports: There were no committee reports.

Unfinished Business

13.* Policy Review – Membership Policy – 2nd Reading

The Membership Policy was accepted for 2nd Reading as presented on a motion by Grathwol with support from Wood.

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

14.* Policy Review – Meeting Room Policy – 2nd Reading

The Meeting Room Policy was accepted for 2nd Reading, approved with the reinsertion of the tobacco products prohibition (Item 8), and adopted with changes on a motion by Beals with support from Heasley.

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

New Business

There was no new business.

15.* Board comments: The trustees wished one another a happy Thanksgiving holiday.

16. Public comment: at 7:47 pm there was one guest, who made no comment.

17. Adjournment: President Banner adjourned the meeting at 7:48 pm. Stannard terminated the online meeting at that time.