

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: November 26, 2019

1. **Call to order:** The meeting was called to order by President Banner at 6:58 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Jennifer Roelof, and Gene Wood. Absent and excused: Stephanie Grathwol, Robert Heasley
- 3.* **Acceptance of agenda:** **The agenda was approved on a motion by Wood with support from Gheen.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.* **Reading and approval of minutes:** **The minutes of the October 22 meeting were accepted as corrected on a motion by Roelof with support from Beals.**
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on October 31 contained **\$127,261.72** and the grantmaking amount is **\$21,313.11**. \$5,385.47 will be added to our grantmaking funds on January 1, 2020; bringing the total available funds on that date to **\$26,689.58**.

Transfers

No transfers this month.

Grants to be added to expense accounts:

Oct 3 **\$30** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Oct 10 **\$35** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Oct 17 **\$15** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Oct 24 **\$25** (Event fees) from 6700 Program Fees & Support to **7420** Programs

Total grants to be added to 7420 Programs: \$105

Switch from Sage50 to Quickbooks

Stannard reported that the migration to Quickbooks from Sage50 is nearly complete. The Quickbooks reports in the November packet are nearly the same as the Sage50 reports. They include: Balance Sheet; Profit & Loss (formerly Income & Expense); Profit & Loss YTD Comparison (formerly Cash Flow); and Check Detail (formerly Check Register). She noted the YTD Comparison is printed on standard 8.5x11 paper (formerly 11x17), the Credit Card report is now 6b, and the ICS/CDARS report is now 6c. She and the bookkeeper have not yet set up the budget in Quickbooks; once this is done, the reports will compare the amount spent YTD with the budget for each line item.

Audit

Gabridge & Co will conduct our annual audit on Thursday, December 12.

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

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:** There were no committee reports.
- 13.* **Policy Review – Reciprocal Borrowing Policy – 2nd Reading**
The Reciprocal Borrowing Policy was accepted for 2nd reading and adopted as amended on a motion by Gheen with support from Roelof.
- 14.* **Policy Review – Local History Collection Development Policy – 2nd Reading**
The Local History Collection Development Policy was accepted for 2nd reading and adopted as amended on a motion by Wood with support from Beals.
- 15.* **Board comments:** none.
16. **Public comment:** There was no public comment.
17. **Adjournment:** President Banner adjourned the meeting at 7:45 pm.