

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

1. **Call to order:** The meeting was called to order by President Banner at 7:04 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, and Jennifer Roelof.  
Absent and excused: Susan Sonnevil, Gene Wood.
- 3.\* **Acceptance of agenda:** **The agenda was approved on a motion by Heasley with support from Beals.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.\* **Reading and approval of minutes:** **The minutes of the February 26 meeting were accepted on a motion by Beals with support from Roelof.**
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner reported that the Stanley Stevens Fund on December 31 contained **\$120,795.44**. The Grantmaking Fund contains **\$21,313.11**.

**Transfers:**

No transfers this month. Quarterly transfers will be made in April.

**Grants to be added to expense accounts:**

Feb 14 **\$55.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
 Feb 20 **\$20.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
       **\$13.00** (Spinners) from 6700 Program Fees & Support to **7420** Programs  
       **\$17.19** (ShelterPoint Insurance) to **7280** (premium refund)  
 Feb 28 **\$80.00** (Event fees) from 6700 Program Fees & Support to **7420** Programs

**Event fees**

**\$770.00** in fees taken for Yum's the Word events entered as 6700 Program Fees & Support from October 1, 2018 to January 31, 2019, have not yet been transferred to **7420** Programs. With the installation of the Square cash register, the bookkeeper's cash report changed a bit, and so I missed these event fees. This should not occur again in future.

**Draft Audit:**

Stannard received the draft audit on March 26, 2019, and forwarded a copy to all trustees via email. She requested that trustees send any questions about the audit to her by the end of the week. The audit is clean, and the trustees decided that the auditor does not need to appear in person to present the audit at the April meeting. Stannard anticipates that the final version of the audit will be ready to distribute at the April meeting.

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- The bills paid in February were approved, the financial reports were accepted, and the grants credited to expense accounts were recognized, on a motion by Heasley with support from Gheen.

- 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 one-page insert that will be included with the strategic plan.
12. **Committee reports:** There were no committee reports. The Personnel Committee will prepare the instrument for the Director's evaluation and distribute it to the trustees next month, and report the results at the May meeting.
- 13\* **Item 13 Policy Review - Freedom of Information Act - 1<sup>st</sup> Reading**  
The FOIA Policy was accepted for 1<sup>st</sup> Reading on a motion by Heasley with support from Beals. The Policy was written by Anne Seurnyck of Foster Swift and includes updates reflecting recent changes in the FOIA. Stannard was directed to clarify the method to calculate total time spent in duplicating documents (C ) and providing documents on the website (G.2.b.).
- 14.\* **Item 14 Policy Review - Closing Policy - 2<sup>nd</sup> Reading**  
The Closing Policy was accepted for 2<sup>nd</sup> Reading without change and adopted as reviewed on a motion by Heasley with support from Gheen.
15. **Board comments:** Beals, Gheen, and Heasley cannot attend the July meeting. At the June meeting the remaining trustees will confirm that they can attend the July meeting; if not, the meeting will be rescheduled.
16. **Public comment:** There was no public comment.
17. **Adjournment:** President Banner adjourned the meeting at 8:08 pm.