

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 25, 2020

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:** Present: Paul Banner, Kim Gheen, Robert Heasley, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent and excused: Penny Beals.
- 3.* **Acceptance of agenda:** **The agenda was approved on a motion by Grathwol with support from Heasley.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.* **Reading and approval of minutes:** **The minutes of the January 28 meeting were accepted on a motion by Heasley with support from Grathwol.**
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner reported that the Stanley Stevens Fund on January 31 contained **\$129,689.62** and the grantmaking amount is **\$26,698.58**.

Transfers

There were no transfers this month.

Grants to be added to expense accounts:

Jan 2 **\$60** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Jan 9 **\$30** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Jan 16 **\$25** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Jan 23 **\$55** (Event fees) from 6700 Program Fees & Support to **7420** Programs
 Jan 30 **\$20** (Event fees) from 6700 Program Fees & Support to **7420** Programs
Total grants to be added to 7420 Programs: \$190

Financial statement reconciliations review schedule

FEB: Paul (to review the January 2020 statements)

MAR: Gene (to review the February 2020 statements)

APR: Stephanie (to review the March 2020 statements)

- **The bills paid in January were approved, the financial report accepted, and the grants recognized on a motion by Grathwol 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.

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10. **Communications:** Stannard read an email from Bill Willging, who had recently used the Community Room for an event and was very pleased with the facilities and staff.
11. **Strategic Planning:** Stannard discussed progress on eliminating fines, the Library of Things, and the CD collection.
12. **Committee reports:** There were no committee reports.
- 13.* **Elimination of overdue fines**
The procedure and potential changes to the Circulation Policy were discussed, but there was no formal review of the policy.
- 14.* **Policy Review – Sexual Abuse and Molestation Prevention Policy – 1st Reading**
The Sexual Abuse and Molestation Prevention Policy was accepted for 1st reading as amended on a motion by Grathwol with support from Wood.
- 15.* **Policy Review – Child Safety Policy – 1st Reading**
The Child Safety Policy was accepted for 1st reading as amended on a motion by Gheen with support from Heasley.
16. **Board comments:** There were no board comments.
17. **Public comment:** There was no public comment.
18. **Adjournment:** President Banner adjourned the meeting at 8:15 pm.