

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: December 17, 2019

1. **Call to order:** The meeting was called to order by President Banner at 7:01 pm.
2. **Roll call:** Present: Paul Banner, Kim Gheen, Robert Heasley, Stephanie Grathwol, and Jennifer Roelof. Absent and excused: Penny Beals and Gene Wood
- 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 November 26 meeting were accepted on a motion by Roelof with support from Gheen.**
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner reported that the Stanley Stevens Fund on November 30 contained **\$129,587.44** and the grantmaking amount is **\$21,313.11**. He also noted that the net return on investment for the year is **\$18,254.48**.

**Transfers**

No transfers this month.

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

Nov 21 **\$45** (Event fees) from 6700 Program Fees & Support to **7420** Programs  
**\$576** to **9782 Periodicals** from Friends of the Library to pay for the Book Page annual subscription  
 Nov 27 **\$5** (Event fees) from 6700 Program Fees & Support to **7420** Programs

**Total grants to be added to 7420 Programs: \$50**

**Quickbooks reports**

Stannard reported that the bookkeeper set up the budget in Quickbooks. However, Quickbooks does not have a report that will compare each month to the annual budget, nor a report similar to the Budget report. Stannard added a report (YTD Budget) that will compare the Year To Date income and expenditures with the annual budget.

- **The bills paid in November were approved, the financial report accepted, and the grants were recognized on a motion by Heasley with support from Grathwol.**

7. **Public comment:** There was no public comment.
- 8.\* **Monthly Director's report:** Stannard presented the report.

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- 9.\* **Monthly statistical report:** Stannard presented the report.
10. **Communications:** Stannard received a letter from Kalamazoo Loaves and Fishes which stated that 227 lbs. of food was donated to them through the library's Food for Fines food drive in November.
11. **Strategic Planning:** none.
12. **Committee reports:** There were no committee reports.
- 13.\* **Policy Review – By-Laws – 1<sup>st</sup> Reading**  
**The By-Laws were accepted for 1<sup>st</sup> reading as amended on a motion by Heasley with support from Gheen.**
- 14.\* **Policy Review – Ethics Policy – 1<sup>st</sup> Reading**  
**The Ethics Policy was accepted for 1<sup>st</sup> reading as amended on a motion by Grathwol with support from Roelof.**
- 15.\* **Policy Review – Expense Policy – 1<sup>st</sup> Reading**  
**The Expense Policy was accepted for 1<sup>st</sup> reading as amended presented on a motion by Heasley with support from Gheen.**
16. **Board comments:** none.
17. **Public comment:** There was no public comment.
18. **Adjournment:** President Banner adjourned the meeting at 7:58 pm.