

PARCHMENT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: January 26, 2021

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 7:00 pm.
2. **Roll call:**
 - Paul Banner**, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
 - Penny Beals**, attending from Cooper Twp., Kalamazoo Co., Michigan
 - Kim Gheen**, absent and excused
 - Valerie Harris**, attending from Parchment, Kalamazoo Co., Michigan (arrived at 7:49 pm)
 - Robert Heasley**, attending from Parchment, Kalamazoo Co., Michigan
 - Lisa Lysdahl**, attending from Parchment, Kalamazoo Co., Michigan
 - Jennifer Roelof**, attending from Tallmadge Township, Ottawa Co., Michigan
- 3.* **Acceptance of agenda:**

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

Roll call vote: AYE: Beals, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:04 pm, there were no guests.
- 5.* **Reading and approval of minutes:**

The minutes of the December 15th meeting were accepted with changes, and the minutes of the January 5th meeting were accepted without change, on a motion by Heasley with support from Lysdahl.

Roll call vote: AYE: Beals, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner presented the Stanley Stevens Fund (Kalamazoo Foundation) report as of December 31, 2020. The Fund has a value of \$143,908.02 Grantmaking funds available are \$32,206.30.

Transfers

\$1197.00 to 9100 Insurance – Liability Insurance from 9800 Additions to Reserve Fund

Grants to be added to expense accounts:

12/31 \$5.00 Event fee to 7420 Programs

Income

Tax revenues are beginning to arrive. Total tax revenues may be less than expected due to COVID.

Financial statement reconciliations review schedule

November statements – Kim (these are ready for review)

December statements – Valerie (these are ready for review)

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January statements – Paul

The bills paid in December were approved, the grant acknowledged, the transfer was approved, and the financial report was accepted on a motion by Heasley with support from Beals.

Roll call vote: AYE: Beals, Heasley, Lysdahl, Roelof, and Banner. NAY: none.

7. Public comment: At 7:12 pm, there were no guests.

8.* Monthly Director's report: Stannard presented the report.

During the report, a quote for a new circulation desk from Board Foot Co. was discussed. The project was approved with a budget cap of \$27,000. The funds will come from the Stanley Stevens grantmaking fund.

Approval for the quote from Board Foot Co. was approved, to set the budget at \$27,000, and to fund the project from the Stanley Stevens grantmaking fund was given on a motion by Heasley with support from Roelof.

Roll call vote: AYE: Beals, Heasley, Lysdahl, Roelof, and Banner. NAY: none.

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.

- **Staffing**

- One clerical staff (12 hours/week) is on unpaid leave until March.
- One clerical staff (8-12 hours/week) has left to take a new job.
- One clerical staff (16 hours/week) will retire at the end of February.

Stannard reported that it is challenging to try to hire new staff during curbside. She is talking with existing staff to determine who would like extra hours, to see if we can manage for a while as we are.

- **Open the library to the public**

The post-holiday surge in COVID cases in Kalamazoo County continues to drop. Stannard plans to open the library to the public in February.

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12. **Committee reports:** There were no committee reports.

Unfinished Business

- 13* **Policy Review – Mission Statement – 2nd Reading**
The Mission Statement was accepted for 2nd Reading without change and marked as reviewed on a motion by Heasley with support from Roelof.
Roll call vote: AYE: Beals, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
- 14.* **Policy Review – Internet Policy – 2nd Reading**
The Internet Policy was accepted for 2nd Reading and adopted as revised on a motion by Beals with support from Harris.
Roll call vote: AYE: Beals, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.

New Business

There was no new business.

15. **Board comments:** Beals hopes to participate in the February meeting, but will be in Florida. Lysdahl is expecting the birth of her first child at the end of March, and may not attend that meeting.
16. **Public comment:** at 8:01 pm there were no guests.
17. **Adjournment:** President Banner adjourned the meeting at 8:01 pm. Stannard terminated the online meeting at that time.