

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: January 28, 2020 – as corrected

1. **Call to order:** The meeting was called to order by President Banner at 7:00 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent and excused: none
- 3.\* **Acceptance of agenda:** **The agenda was approved on a motion by Heasley with support from Grathwol.**
4. **Acknowledgment of guests:** Dianne Daniel.
- 5.\* **Reading and approval of minutes:** **The minutes of the December 17 meeting were accepted as corrected (Item 15) 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 December 31 contained **\$133,070.33** and the grantmaking amount is **\$21,313.11**. He also noted that the net return on investment for the year is **\$21,737.37**.

**Transfers**

**9330 M&R Building** is **\$147.33** over budget. Stannard recommended transferring **\$5000** from **9800 Additions to Reserve Fund**, as more repairs are expected this year.

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

Dec 12 **\$35** (Event fees) from 6700 Program Fees & Support to **7420** Programs

Dec 19 **\$10** (Event fees) from 6700 Program Fees & Support to **7420** Programs

**Total grants to be added to 7420 Programs: \$45**

**Financial statement reconciliations review schedule**

**JAN:** Stephanie

**FEB:** Paul

**MAR:** Gene

**President Banner** requested that the General Ledger and Journal reports in the monthly Board meeting packet contain data for the previous month only, rather than year-to-date. He further requested a year-to-date Profit & Loss statement, broken down by month, to be sent to him directly.

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

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:** There were no communications.
11. **Strategic Planning:** Stannard presented a list of suggested building repairs and service changes. She was directed to add a proposal to eliminate fines to the agenda for the February meeting.
12. **Committee reports:** There were no committee reports.
- 13.\* **Policy Review – By-Laws – 2<sup>nd</sup> Reading**  
The By-Laws were accepted for 2<sup>nd</sup> reading as amended, and adopted on a motion by Grathwol with support from Gheen.
- 14.\* **Policy Review – Ethics Policy – 2<sup>nd</sup> Reading**  
The Ethics Policy was accepted for 2<sup>nd</sup> reading as amended, and adopted on a motion by Grathwol with support from Heasley.
- 15.\* **Policy Review – Expense Policy – 2<sup>nd</sup> Reading**  
The Expense Policy was accepted for 2<sup>nd</sup> reading as presented, and adopted on a motion by Heasley with support from Wood.
16. **Annual organizational meeting**  
The annual organizational meeting was opened at 8:15 pm by President Banner on a motion by Wood with support by Beals.
- A. Election of officers**
- Banner was nominated for President on a motion by Grathwol with support from Heasley. Nominations were closed on a motion by Heasley with support from Beals. **Banner was elected as President by unanimous vote.**
- Wood was elected Vice President/Secretary and Grathwol was elected Treasurer by unanimous **acclamation** on a motion by Gheen with support from Heasley.
- B. Appointments of Committees**  
President Banner appointed the following committees:  
**Materials Review Committee:** Roelof (chair), Beals, Grathwol  
**Personnel Committee:** Wood (chair), Gheen, Heasley

**Commented [TS1]:** The spelling of “acclamation” was corrected at the meeting.

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**C. Financial institutions**

The following financial institutions were approved by acclamation:

PNC (primary checking)

Kalamazoo County Community Foundation (Stanley Stevens Fund)

First National Bank (Insured Cash Sweep, CDARS, Money Market)

**Commented [TS2]:** The spelling of acclamation was corrected at the meeting.

**D. Review schedule for financial reconciliation statements**

The reconciliation statements for library accounts will be reviewed by a board officer each month using the following schedule:

JAN	Treasurer
FEB	President
MAR	Vice President
APR	Treasurer
MAY	President
JUN	Vice President
JUL	Treasurer
AUG	President
SEP	Vice President
OCT	Treasurer
NOV	President
DEC	Vice President

**E. Completion of Conflict of Interest statements**

Each trustee completed a Conflict of Interest statement. These will be kept on file in the Board Meeting Documents – Current Year binder in the Director's office.

President Banner closed the Annual Organizational Meeting at 8:23 pm on a motion by Grathwol with support from Heasley.

17. **Board comments:** Beals will not attend the February meeting.
18. **Public comment:** There was no public comment.
19. **Adjournment:** President Banner adjourned the meeting at 8:27 pm.