

PARCHMENT COMMUNITY LIBRARY
401 S. Riverview Drive, Parchment, MI 49004

AGENDA
BOARD OF TRUSTEES MEETING
January 23, 2024

- Item 1.** Call to order
- Item 2.** Roll call
- Item 3.** Approval of agenda*
- Item 4.** Acknowledgment of guests
- Item 5.** Reading and approval of minutes*
- Item 6.** Monthly financial report*
- Item 7.** Public comment**
- Item 8.** Monthly Director's report*
- Item 9.** Monthly statistical report*
- Item 10.** Communications
- Item 11.** Strategic Planning
- Item 12.** Committee reports

Unfinished business

- Item 13.** Policy Review – Credit and Debit Card Acceptance Policy – 2nd Reading*
- Item 14.** Policy Review – Credit Card for Staff Use Policy – 2nd Reading*

New business

- Item 15.** Annual Organizational Meeting
 - a. Election of Board Officers
 - b. Appointment of Committees
 - c. Selection of Financial Institutions
 - d. Financial Reconciliations Review Schedule
 - e. Conflict of Interest Statements

- Item 16.** Board comments
- Item 17.** Public comment**
- Item 18.** Adjournment

**Items marked with an asterisk (*) will have accompanying documentation in the board packet. Each document will be marked with the Item number (i.e. Item 4), followed by subheadings a, b, c, etc. as necessary.*

*** Public comment is encouraged at all Board Meetings. These comments are limited to five (5) minutes per person.*

*The Parchment Community Library will provide necessary reasonable auxiliary aids and services during and after the voice conference, such closed captioning for the hearing impaired or a transcription of the meeting **upon five (5) days' notice to the Library Director**. Individuals with disabilities requiring such services should contact the Library Director by sending an email to tstannard@parchmentlibrary.org, or by leaving a voicemail at (269) 343-7747, x203.*