

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 28, 2025

1. **The meeting was called to order by Treasurer Harris at 6:30 pm.**
2. **Present:** Penny Beals, Jessie Clemence, Valerie Harris, Ruth Layne, Lisa Lysdahl, Nancy Neumann
Absent and excused: Robert Heasley
3. **Chairman *Pro Tem*.**
As President Heasley was unable to attend and Vice President Kim Gheen's term ended December 31, 2024, an election for Chairman *Pro Tem*. was initiated on a motion by Beals with support from Neumann.
Harris was elected Chairman *Pro Tem*. by voice vote.
4. **Annual Organizational Meeting**
Harris opened the organizational meeting at 6:34 on a motion by Beals with support from Lysdahl.

1. Election of Officers

a. President

Nominations were opened on a motion by Beals.
Beals nominated Lysdahl for President, with support by Neumann.
Harris nominated Neumann for President, with support by Layne.
Nominations were closed on a motion by Harris with support by Beals.
Lysdahl was elected President by voice vote.

b. Vice President/Secretary

Nominations were opened on a motion by Harris.
Harris nominated Layne for Vice President, with support by Beals.
Nominations were closed on a motion by Beals with support by Clemence.
Layne was elected Vice President/Secretary by voice vote.

c. Treasurer

Nominations were opened on a motion by: Neumann
Lysdahl nominated Clemence for Treasurer, with support by Harris.
Nominations were closed on a motion by Neumann with support by Beals
Clemence was elected Treasurer by voice vote.

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DATE: January 28, 2025

2. Appointment of Committees

Appointment of committees received unanimous approval to table the appointment of committees until the February board meeting with a motion by Beals and support by Neumann.

3. Selection of Financial Institutions

The following list of financial institutions was approved on a motion by Layne with support from Beals.

- **Lake Michigan Credit Union** (primary checking, money market)
- **PNC** (credit card will be closed in 2025)
- **Kalamazoo County Community Foundation** (Stanley Stevens Endowment Fund)
- **First National Bank** (Insured Cash Sweep, money market, credit card)

4. Financial reconciliations review schedule for 2024 was presented and accepted by acclimation.

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

5. Conflict of Interest statements

Willard presented each trustee a Conflict of Interest Statement to complete and return to her at their earliest convenience.

President Lysdahl closed the annual organizational meeting at 6:49 on a motion by Neumann with support by Harris.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: January 28, 2025

5. **Acceptance of agenda:**

The agenda received unanimous approval on a motion by Beals with support from Harris.

6. **Acknowledgment of guests:** At 6:50 pm, there were 4 guests with one comment.

7. **Reading and approval of minutes:**

The minutes of the December 17 meeting received unanimous approval on a motion by Neumann with support from Clemence.

8. **Monthly financial report:**

Transfers

No transfers this month.

Income

We are receiving winter taxes income from our municipalities. Nearly \$180,000 in January.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 12/31/2024 was \$159,813.38, with a net loss of \$5,585.37.
- Grantmaking available in 2025 is \$32,697.16.

Federal Grants Freeze

The federal Office of Management and Budget released a memo freezing payments for federal grants and other programs; a federal judge blocked the freezing for the moment. Willard will monitor this to see if it will affect libraries.

ACH payments

The following monthly invoices will be paid directly from the Library's checking account via ACH transfer:

1. Amazon
2. Best Life Dental (dental insurance)
3. Consumers Energy (gas and electricity)
4. Michigan Insurance (workers comp)
5. PNC Visa
6. Priority Health (health insurance)
7. VSP (vision insurance)

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: January 28, 2025

Per ACH policy, Willard will review the invoice for each payment before the funds are debited from the library's checking account. All payments will be viewable in the monthly financial statements in the Board packet.

Financial statement reconciliations review schedule

December – Treasurer

January – President

February – Vice President

The financial report and the bills paid in December received unanimous approval on a motion by Beals with support by Layne.

9. **Public comment:** At 6:58 pm
C. Heyboer addressed the Board regarding a patron no-trespass order.
10. **Director's report**
Willard presented the report.
11. **Monthly Statistics Report**
Willard presented the report.
12. **Communications**
A patron who was leaving the library's service area reached out via the catalog chat to express her appreciation for the library and its service to the community.
13. **Strategic Planning**
There was no report.
14. **Committee reports**
There were no reports.

Unfinished Business

Item 15 Personnel Policy – 1st reading

As legislation regarding the Earned Sick Time Act is still pending in the state legislature, the Board granted Director Willard permission to enact changes as necessary and moved to ratify the policy at the February Board meeting. Said decision received unanimous approval with a motion by Neumann and support by Beals.

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BOARD OF TRUSTEES MEETING MINUTES
DATE: January 28, 2025

Item 16 Materials Selection Policy Discussion

The Freedom to Read Acts died in state legislature in December 2024, so there is no longer a need to edit our policy at this time.

New Business

Item 17 Reciprocal Borrowing Policy – 1st Reading

The policy received unanimous approval for first reading with a motion by Layne and support by Harris.

Item 18 Local History Collection Development Policy – 1st Reading

The policy received unanimous approval for first reading with a motion by Harris and support by Neumann.

18. Board Comments

Beals will not be able to attend February meeting.

Discussion of the patron no-trespass order. President Lysdahl will send a letter to the concerned party with the Board's decision.

19. Public comment At 8:04 pm

T. Stannard offered commentary on Library policy.

20. Adjournment

President Lysdahl adjourned the meeting at 8:08 pm.

Minutes taken by Jennifer Willard, Library Director.