

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
March 25, 2025

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:30 p.m.
2. **Present:** Penny Beals, Jessie Clemence, Valerie Harris, Ruth Layne, Lisa Lysdahl, Nancy Neumann
Also present: Kim Gheen
Absent and Excused: none
3. **Approval of agenda:**
On a motion by Beals with support from Neumann, the agenda received unanimous approval with an amendment to move Item 17 (Trustee Vacancy) to Item 13.
4. **Acknowledgement of guests:** At 6:33 p.m. there were two guests present with no comment.
5. **Reading & approval of minutes:**
The minutes of the February 25th meeting received unanimous approval on a motion by Clemence with support by Neumann.
6. **Financial Report:**

To date, \$1,325 has been donated in honor of Rob Heasley.

Transfers

- \$7,123.00.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 2/28/2025 was \$161,679.17, with a net loss of \$419.95.
- Grantmaking available in 2025 is \$32,697.16.

Discussion of a recent executive order regarding the Institute of Museum and Library Services, which could affect the library's resources in the future, was tabled pending more information on a motion by Neumann with support by Harris.

The financial report and the bills paid in August received unanimous approval on a motion by Beals with support from Clemence.

7. **Public comment:** at 6:42 pm, no comment.

8. **Director's report:**
Willard presented the report.

Permission given by the Board for Director Willard to attend the upcoming Public Library Management Cohort.

9. **Monthly statistical report:**
Willard presented the report.

10. **Communications:**
Letter regarding patron comment at January 28, 2025 meeting.

11. **Strategic Planning:**
There was no report.

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

Unfinished Business

Item 13 Trustee Vacancy

With a motion by Neumann and supported by Layne it was unanimously decided to appoint Kim Gheen to fill the term held by Rob Heasley until the general election in November.

Item 14 Policy Review – Board By-Laws – 2nd Reading

Policy received unanimous approval for 2nd reading and adoption with a motion by Clemence and support by Beals.

Item 15 Policy Review – Ethics Policy – 2nd Reading

Policy received unanimous approval for 2nd reading and adoption with a motion by Layne and support by Harris.

Item 16 Policy Review – Board Expense Policy – 2nd Reading

Policy received unanimous approval for 2nd reading and adoption with a motion by Beals and support by Clemence.

17. **Board Committees:**
President Lysdahl announced the membership of committees as follows:
Materials Committee: Neumann (chair), Beals, Harris

Personnel Committee: Gheen (chair), Layne, Neumann
Facilities Committee: Layne (chair), Clemence, Harris

New Business

18. Election information for Trustee Vacancy

Details on next available election and deadlines are forthcoming.

19. Hoopla

No changes to this service at the present.

20. Board Comments

Harris asked about the Library's possible Twitter/X accounts.

Layne asked about the timeline of patron material requests. Willard reported that a security setting in the Library's spam filter software had prevented delivery of requests made through the website in recent months. The glitch has been resolved and efforts are being made to fill requests that had been caught in that filter.

Possibilities discussed for a memorial for Rob Heasley. More ideas will be included at future meetings.

21. Public Comment

No comment.

22. Adjournment

President Lysdahl adjourned the meeting at 8:10 p.m.

Minutes taken by Ruth Layne, Trustee