

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
February 25, 2025

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:43 p.m.
2. **Present:** Valerie Harris, Ruth Layne, Lisa Lysdahl, Nancy Neumann, Jessie Clemence
Absent and Excused: Penny Beals, Robert Heasley
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Harris with support from Neumann.
4. **Acknowledgement of guests:** At 6:44 p.m. there was one guest present with no comment.
5. **Reading and approval of minutes:**
The minutes of the January 28th meeting received unanimous approval on a motion by Neumann with support from Clemence.
6. **Monthly Financial Report:**

Transfers
 - No Transfers
Stanley Stevens Endowment
 - The balance in our Kalamazoo Community Foundation account as of 1/31/2025 was \$162,099.12, with a net gain of \$2,285.74.
 - Grantmaking available in 2025 is \$32,697.16.
The financial report and the bills paid in January received unanimous approval on a motion by Neumann with support by Harris.
7. **Public comment:** at 7:01 p.m.
No comment.
8. **Director's report:**
Willard presented the report.

9. Monthly statistical report:

Willard presented the report.

10. Communications

Director Willard received Robert Heasley's letter of resignation on February 20. His date of resignation is March 1, 2025.

Per Board By-Laws, the Board will elect someone to fill the vacancy at the March 25 meeting. Willard will investigate procedure for adding vacancy to next available election.

11. Strategic Planning

There was no report.

12. Committee reports

There were no reports.

Unfinished Business

Item 13 Personnel Policy – 2nd reading

Policy received unanimous approval with a motion by Neumann and support by Clemence.

Item 14 Staff Retirement Fund – MERS

Paperwork signed by President Lysdahl, Treasurer Clemence, and Director Willard.

Willard will send paperwork to MERS for account activation.

Item 15 Reciprocal Borrowing Policy – 2nd reading

Policy received unanimous approval with a motion by Neumann and support by Harris.

Item 16 Local History Collection Development Policy – 2nd reading

Policy received unanimous approval with a motion by Harris and support by Neumann.

New Business

Item 17 Board Bylaws – 1st reading

Policy received unanimous approval with a motion by Neumann and support by Harris.

Item 18 Board Ethics Policy – 1st reading

Policy received unanimous approval with a motion by Harris and support by Clemence.

Item 19 Board Expense Policy – 1st reading

Policy received unanimous approval with a motion by Neumann and support by Harris.

20. Board Comments:

President Lysdahl will be reading at the Dr. Seuss event on Saturday and encouraged attendance.

21. Public Comments

No comment.

22. Adjournment

President Lysdahl adjourned the meeting at 8:21 p.m.

Minutes taken by Ruth Layne, Trustee