

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
APRIL 19, 2018
10 AM
MINUTES

CALL TO ORDER @ 10:03 AM

Present: Kate Pratt, President; Patti Nicholson, Secretary; Kenneth Hammer, Trustee; Judith Wismont, Trustee; Hope Siasoco, Director and acting Treasurer; Tyra Schmitter, Staff Member; Jennifer Brennan, Note Taker.
Absent :Karen Diaz, Trustee

PUBLIC COMMENT: None

CORRECTIONS/ADDITIONS TO AGENDA: Kate made a motion to accept the agenda as presented and Judy seconds. All approved and motion passes.

READING OF MINUTES FROM MARCH 15, 2018 BOARD MEETING: Judy W. made a motion to accept the minutes as presented and Ken seconds. All approved and motion passes.

PRESENTATION OF BILLS:

- April 2018 Operations Bills for Review: Ken made a motion to accept the Operation Bills for April as presented and Judy seconds. All approved and motion passes.

SPECIAL ISSUE:

- Guest: Jim Libbs of Brown & Brown Insurance to discuss possible changes to current library insurance coverage
 - A discussion about the current coverage and possible changes followed.
 - Jim outlined the current coverage for the library—which was more applicable for the Mower Rd. building and needed updating based on current facility
 - Property Liability coverage \$1 million 2012 building cost \$1.3 million
 - Business personal property replacement \$515,000
 - asset value replacement cost basis
 - need copy of contracts/insurance for subcontractors
 - deductible \$1000
- Library is not covered for flood or earthquake; is covered for wind & hail sewer backup
- Questions asked by Jim of library board
- Does current building have sprinkler system? Yes
 - Does third party handle security and cleaning of building? Yes
 - What is the value of collection assets? Hope will send Brown & Brown the current collection value along with technology capital value for building
 - Jim suggested that the library's IT contractor do regular test backups and keep server copy off site. Hope will discuss with CPS to find out if there are extra costs to these recommendations.

OLD BUSINESS:

- Audit: Thursday, March 22, 2018 – auditors will be putting together the final reports by April 25th
- Fence update—two bids: The Fence Spot, Inc (\$1,075) from Brighton & John Baker, Handyman (\$1,134) from Gregory. Library has decided to accept The Fence Spot's bid.
 - Work to start immediately.

NEW BUSINESS:

Reports:

- Library Progress Report
 - Thank you to Friends of the Pinckney Library for this month's donations:
 - \$415 for the Sounds Like Science! Mad Science of Detroit Summer Reading program on July 18th
 - \$100 for Putting the Puzzle Together: Pinckney Area Genealogy Seminar for door prizes—the organizing committee will be trying something new this year: giving out door prizes for attendees
 - \$250 for prizes for Pinckney Murder Mystery Scavenger Hunt
 - Pinckney in May Update

- Will be setting up a meeting soon
- Update on Special License: We've received our Special License bond from Brown & Brown on April 10.
- Street banner—Design was approved by the Village Council during their Monday, April 9th meeting. We've ordered it from Image360 in Brighton and was picked up by Jennifer Brennan on Wednesday, April 18th. We are working with Ostlund to try and get it scheduled to be installed on Friday, May 4th and taken down Monday, May 21st. (Ostlund used to get it done for free, but will now be charging \$250 to get it set up. We're checking if Dennis Tree Service can get us a better deal.)
- Program Room wall protector—Pinckney Glass came to install corner wall protectors on the wall that had four doors that see highest traffic. Cost for protectors: \$400. Note: Pinckney Glass owner and workers said that anything more than corner protectors would be an interior design addition to the Program Room—changing its look, hence costing more than a few thousand dollars.
- Upcoming Library Events
 - See Second Quarterly Calendar of Events
 - 2018 Youth Summer Reading Program: Starting June 18th
 - Highlights: Upcoming free movie showing of 2017 version of Murder on the Orient Express movie at the Howell Theatre, Friday, April 20th at 7pm; Pinckney Area Genealogy Seminar on Saturday, April 21st; Pinckney Murder Mystery Scavenger Hunt: April 23 – April 28 (prizes provided by Friends of the Pinckney Library) — This is a partnership with Pinckney Village, Putnam Township, local businesses and associations. The Pinckney High School students of Kathleen Krill (Language Arts) and Alan Spranger (Creative Writing/Social Studies Teacher) are putting together the premise for the murder mystery set in late 1880s in Pinckney Village, along with suspects and clues for each of the scavenger hunt stops. Prizes were funded by Friends of the Library.
- Friends Group Report- Reviewed and on file.
 - Schools denied use of electronic marque to advertise upcoming June book sale.
- Treasurer's Report- Reviewed and on file.
 - 2018 Bond Payment Schedule was presented to the board members as most are new to the board and have not seen the schedule before.
- Bookkeeper Report- Reviewed and on file.
 - Proposed changes to Budget & Bookkeeper's Revenue v Expense Reports
 - The Bookkeeper suggested combining the two separate ledgers into one. An additional line item will be added to reflect the Expense Report totals.
 - Kate made a motion to accept the proposed changes to Budget & Bookkeeper's Revenue v Expense Reports and Judy seconds. All approved and the motion passes.

Issues: None

NEW BOARD ISSUES: None

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:29 AM

Ken made a motion to adjourn and Judy seconds. All approve and motion passes.

Respectfully Submitted by Jennifer Brennan