

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**DECEMBER 14, 2017**  
**10 AM**  
**Minutes**

**CALL TO ORDER@ 10:15 AM**

**Present:** Kate Pratt, President; Patti Nicholson, Secretary; Kenneth Hammer, Trustee; Judith Wismont, Trustee; Hope Siasoco, Director and acting Treasurer; Marcia Spicer, Staff Member; Jennifer Brennan, Note Taker

**Absent:** Judy Carney, Vice President

**PUBLIC COMMENT:** None

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

**READING OF MINUTES FROM NOVEMBER 16, 2017 BOARD MEETING:** Kate made a motion to accept the minutes as presented and Judy W. seconds. All approved and motion passes.

**PRESENTATION OF BILLS:**

- December 2017 Operations Bills for Review: Patti made a motion to accept the Operation Bills for December as presented and Kate seconds. All approved and motion passes.

**OLD BUSINESS:**

- 2017 Budget Readjustments/Adoption of 2018 Annual Budget
  - Kate has directed Hope to add note fields to the budget worksheet for ease of understanding by public. Make a note that the total income includes line items 672 & 680 or as appropriate for the current year. The format will remain as required by the auditors but will need some explanation for the general public.
  - Judy W. made a motion to accept the 2017 Budget Readjustment and Kate seconds. All approve and the motion passes.
  - Judy W. made a motion to carry forward the balance for Lobbestael/Pfizer \$6,000 restricted donation for the Youth Area in perpetuity until the balance is depleted. Patti seconded the motion. All approve and the motion passes.
  - Kate made a motion to adopt the 2018 Annual Budget with corrections -727.1 Office Supplies should be \$6500.00 and 727.0 Office Expense should be \$7000.00 and Judy W. seconds. All approve and the motion passes.
  - See attached corrected 2017 Budget Readjustment/2018 Annual Budget
- 2018 Employee Wages & Director's Salary Proposal
  - Proposed 5% increase across the board for all employees, including the Library Director, except pages whose rates will change in accordance with minimum wage.
  - Kate made a motion to accept the 2018 Employee Wages & Director's Salary Proposal as presented and Ken seconds. All approve and the motion passes.
- ISP Change for 2018:
  - Charter COAX & Phone Cable quoted per month \$329.92. No yearly contract.
  - TLN Cooperative & AT&T quoted \$7856.00 annually/\$655 per month
  - Judy W. made a motion to use Charter Service for the 2018 ISP at \$329.92 starting in the spring of 2018 and Patti seconds. All approve and the motion passes.

**NEW BUSINESS:**

**Reports:**

- Library Progress Report
  - 2016 Monetary Donors
    - Second Disbursement Check from Elizabeth & John Colone Foundation for the Pinckney Library \$364.50
    - Act2 Theatre Company \$528.00

- Ms. Kristi Kidd \$250.00
- Staff Holiday Party tentatively planned for January 13, 2018 at Hell Saloon
  - Judy W. made a motion to approve \$25 per employee for the holiday celebration and Ken seconds. All approve and the motion passes.
- Update on Holiday Library Fundraising – Holiday greeting/Donation Request cards were sent out on Saturday, December 9, 2017.
- Brain HQ implementation - Demco Tech is working together with Autographics Verso to get us started. PCPL will be billed in January 2018 but won't need to pay until February 2018
  - Ken suggested that we use the fact that PCPL has Brain HQ available to patrons as a promotional theme.
- Upcoming Events & Programs at the Library
  - Rescheduled *Jane Eyre* for book club Dec 19
  - Elf Movie & PJ party Dec 21
  - Holiday Closing: Sat, Dec 23 (for Christmas Eve) & Monday, December 25; Saturday, December 30 (for New Year's Eve) & Monday, January 1.
  - Amnesty weeks from December 26, 2017 – January 6, 2018
- Friends Group Report
  - TABLED – Friends Meeting on Thursday, December 14<sup>th</sup> at 7pm
- Treasurer's Report: Reviewed and on File
  - Judy W. made a motion to reinstate automatic transfers from General Fund to Operations Account \$45,000 every 15<sup>th</sup> of month starting February 2018 to end in November 2018 and Kate seconds. All approve and motion passes.
  - Hope moved \$3000.00 from Huntington Bank's PayPal Checking Account to PNC Operations Account using PNC's new mobile app on December 11, 2017.
- Bookkeeper Report: Reviewed and on File
  - Ken made a motion to accept the Bookkeeper Report and Kate seconds. All approve and the motion passes.

**Issues:**

- Board Term Expiration for 2017: Judy Carney for Putnam Township (1/1/2018) – no one has contacted the Township yet to express interest in serving as Judy C.'s replacement.
- Library Board Annual Officer Elections
  - Kate made a motion to table the Library Board Annual Officer Elections until there is a full contingent of Board Members and Judy W. seconds. All approve and the motion passes.
- Update from Community Foundation of Southeast Michigan—re: reassigning the Elizabeth & John Colone Fund to an Active Agency Fund. Randy Ross called to say that it is now possible to convert the Colone (private) fund to a Library (agency) fund. He would prefer the library start its own agency fund, but would work to convert the fund if we still wish. (Note: there's current legislation proposing the resumption of counting Community Foundation donations as state tax deduction.)
  - Ken made a motion to direct Hope to have Randy Ross pursue the conversion of the Colone Fund to a Library Fund and Kate seconds. All approve and the motion passes.
- Board Meeting Schedule 2018 & 2018 Board Calendar
  - Patti made a motion to accept the Board Meeting Schedule 2018 and the 2018 Board Calendar as presented and Kate seconds. All approve and the motion passes.
  - See attached.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT @ 11:48 am**

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

**Respectfully Submitted by Jennifer Brennan**