

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING  
FEBRUARY 15, 2018  
10 AM  
Minutes**

**CALL TO ORDER at 10:10 am**

**Present:** Kate Pratt, President; Patti Nicholson, Secretary; Ken Hammer, Trustee; Judith Wismont, Trustee; Hope Siasoco, Director and acting Treasurer; Debbie Stewart, Staff member.

**Absent:** Karen Diaz, Trustee; Jennifer Brennan, Note-taker

**PUBLIC COMMENT** None

**CORRECTIONS/ADDITIONS TO AGENDA** Hope requested the addition of fence update to the agenda under Issues. Kate made a motion to accept agenda as corrected. Judy seconded. All approved and motion passed.

**READING OF MINUTES FROM JANUARY 18, 2018 BOARD MEETING** Judy made a motion to accept the minutes as presented and Patti seconded. All approved and motion passes.

**PRESENTATION OF BILLS:**

- February 2018 Operations Bills for Review: Ken made a motion to accept the Operation Bills for February as presented and Kate seconded. All approved and the motion passes.

**OLD BUSINESS:**

- Library Board Annual Officer Election: On February 2nd Karen Diaz expressed interest in serving as vice president. (See attached email from Karen Diaz 2 Feb 2018) Discussion ensued regarding the treasurer vacancy. Consensus was to elect President, Vice President, and Secretary officers and continue delegating the Treasurer duties to the Director temporarily as most of the board members are new to being on the library board. The nominated officers are:

. President: Kate Pratt

. Vice President: Karen Diaz

. Secretary: Patti Nicholson

. Treasurer: duties temporarily delegated to the Director

. Judy motioned to approve slate of officers as proposed. Ken seconded. All approved and the motion passes.

**NEW BUSINESS:**

**Reports:**

- Library Progress Report
  - Livingston Reads 2018: Murder on the Orient Express
    - Update on Sherlock Program – April 11<sup>th</sup> during National Library Week. Still working on details.
    - Update on Pinckney Murder Mystery Scavenger Hunt—High school teacher, Kathleen Krill, is excited to help pull together the scavenger hunt in partnership with the library. Hope has also formally requested the use of the Township Square and the Train Depot from the Putnam Township Board as

two of the scavenger hunt stops. Hope has also included a few Village businesses for the stops.

- Update on 2018 Pinckney in May
  - Board participation during PiM Organizing Committee Meetings—to avoid any questions regarding posting open meetings that may come up if 3 or more board members attend a committee meeting, Hope will make sure to coordinate meeting dates to only have 2 board members attending at any given time.
  - Notes from January PiM meeting were presented. The big thing is that the committee is in need of someone to coordinate the food/refreshment part of the evening. Some new committee volunteers came to the meeting expressing interest in helping out for this year’s fundraisers.
  - Possible addition of Jazz Rats (Pinckney Jazz Club) to our musical selections. Hope to check on having one of the school music groups to play during the main band’s break.
  - Purchased full-page ad for upcoming Act2 Theatre program (\$75). The board is grateful for student employee Grace to design the ad.
  - Update on Raffle License: As the library is not sure if the Friends Group will be able to acquire a raffle license in time for Pinckney in May, the library may need to forgo the raffle portion of the 2018 event. We will keep an eye out from the Friends if we are able to offer the raffle this year. In the mean time, PR materials should not include “raffle” until we know for certain there will be a license. The raffle license is separate from the liquor license and no liquor is to be raffled regardless.
- Upcoming Events & Programs at the Library—Hope pointed to events listed on the library’s February and March Calendar of Events flier. Reminder that 2018 Livingston Reads: One Book, One Community starts on March 1<sup>st</sup>.
- Friends Group Report
  - Friends Thursday, February 8<sup>th</sup> meeting minutes was perused and is on file. The board would like to thank the Friends for approving monetary support to upcoming library programs and for their major sponsorship of the Pinckney in May fundraiser.
- Treasurer’s Report
  - Reviewed and on file.
  - Cash Flow Report 2017-2018: Library bookkeeper, Dianne, presented a cash flow report. This document is for planning purposes only. The monthly operating expenses are anticipated to increase based on this report. Judy proposes to change the monthly transfer to \$50,000 from general fund to operating fund. Kate seconded. All approved and motion passed.
- Bookkeeper Report
  - Reviewed and on file.
  - Property Tax report – line item 401.3. The library is ahead of tax collection compared to last year at this time. Judy motioned to have Hope officially close the

unused PNC millage account at PNC Bank. Kate seconded. All approved and motion passed.

**Issues:**

- Campbell Auditing Firm Proposal for 2019 – 2023 audit: The library board reviewed Campbell Auditing’s proposal to provide an audit of the library’s operational finances for fiscal years ending December 31, 2019, 2020, 2021, 2022 and 2023 for a fee of \$3,600 per year. The library board unanimously accepted the quote and Kate Pratt, President and Hope Siasoco, Library Director signed the five-year audit engagement letter.
- Program Room wall protection – Quote from Pinckney Glass: The board reviewed the quote from Pinckney Glass and decided to look into additional options.
- Fence damage update—So far, the library has only received 1 quote to repair the damaged fence. The quote is for \$1,025 from The Fence Spot, Inc. The library will look for additional quotes. If the quotes exceed, \$1,000—which is the library’s deductible—Hope will contact Bobbi-Jo Germain of Hanover Insurance Group to re-assess the possibility of having insurance help cover the damage.
- New E-Rate Pricing: The new reimbursement pricing has increased to approximately \$432 a year in reimbursement to the library. However the library would be required to filter the Wi-Fi to comply with CIPA E-rate requirements. The library board members present were unanimous in keeping the wireless unfiltered. The board decided that due to significant changes to the library’s current Technology Policy to comply with E-rate, the library won’t participate in E-rate reimbursement when we switch from the Pinckney Schools’ Internet to Charter.
- Notice of Infringement: Kate motioned to add verbiage-prohibiting downloading of copyright materials to the splash page patrons see when accessing the wireless. Judy seconded. All approved and motion passed.

**NEW BOARD ISSUES** None

**CALL TO THE PUBLIC** None

**ADJOURNMENT**

Ken motioned to adjourn at 12:05pm and Judy seconded. All approved and meeting adjourned.

Respectfully submitted by Patti Nicholson



Hope Siasoco <hsiasoco@pinckneylibrary.org>

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## February vote for Officer positions

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**Karen Diaz** <kcampdiaz@gmail.com>

Fri, Feb 2, 2018 at 9:03 AM

To: Board <pcplboardnotetaker@pinckneylibrary.org>, Boardoftrustees <boardoftrustees@pinckneylibrary.org>, Hope Siasoco <hsiasoco@pinckneylibrary.org>

As you know, I am out of town for the next 3 meeting dates and don't want to hold up any vote for officer that needs to take place in a more timely manner. If it is the decision of the board to hold the vote in February, I would be willing to place my name forward for the Vice-President position. I am also happy to remain as Trustee if there are others who step forward for the VP position. Thanks! Karen Campeotto Diaz