

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
MAY 17, 2018
10 AM
MINUTES

CALL TO ORDER @ 10:03 AM

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

PUBLIC COMMENT: None

CORRECTIONS/ADDITIONS TO AGENDA: Add Under Issues: MeL RIDES Delivery Renewal & Cooper Riesterer Letter. Patti made a motion to approve the change to the agenda and Karen seconds. All approved and motion passes.

READING OF MINUTES FROM APRIL 19, 2018 BOARD MEETING: Kate made a motion to accept the minutes as presented and Karen Diaz seconds. All approved and motion passes.

PRESENTATION OF BILLS:

•May 2018 Operations Bills for Review: Patti made a motion to accept the Operation Bills for May as presented and Karen seconds. All approved and motion passes.

OLD BUSINESS:

- Insurance Coverage Update from Brown and Brown
 - Recommended changes to coverage:
 - Increase coverage to \$1million
 - Delete Valuable Papers Coverage
 - Delete the crime-forgery and alteration and increase the Silver Broadening coverage to \$100,000 limit to replace the coverage
 - This will give an additional premium of \$424
 - A discussion about Rare Items and Valuable Papers followed.
 - Board was most concerned with irreplaceable items in the local history room like photos and one-of-a-kind papers.
 - Digitizing may be the better option for preserving these types of materials.
 - Judy made a motion to amend the insurance coverage as suggested by Brown and Brown and Patti Seconds. All approved and motion passes.
 - Judy made a motion to revisit the issue of Digitizing items in the Local History Room in November and Kate seconds. All approved and the motion passes.
 - CPS presented several options for offsite backup and Firewalls
 - A discussion about IT security followed.
 - Ken made a motion to add a program called Carbonite as a server backup for \$599 a year and Patti seconds. All approve and the motion passes.
- Library Operations Audit Report: the 2017 library operations audit report was presented to Board. Reviewed and on file.
- Bond Disclosure Update from Public Finance Management:
 - Bond Disclosure was discussed.
 - Patti made a motion to accept the update as presented and Karen seconds. All approve and the motion passes.
- 2018 Loleta Fyan Small and Rural Libraries report:
 - Kate's and Hope's reports from the April 30-May 2 conference were reviewed and on file.
 - Good feed back on presentation by Kate and Hope during the conference.
- Congratulations to Linda Lavey for receiving the 2018 Loleta Fyan Small and Rural Libraries Trustee/Friend Award.

NEW BUSINESS:

Reports:

- Library Progress Report
 - Thank you to Patrons for this months' donations:
 - \$200 from Denise Johnson of Always Time for Yoga
 - \$50 from David and Kaaren Klingel
 - Pinckney in May Update
 - The organizing committee had a final meeting before the event on Wednesday, May 16, 2018
 - Food has been coordinated
 - Sara Castle is in charge of volunteers so if you plan on volunteering for the evening and haven't done so yet, please contact Sara for an assignment
 - No "formal" souvenir program booklet will be given out this year. All items will have their own bid sheets with descriptions of the item. Four sections and they will start closing ½ hour apart starting at 7:30pm
 - There will be a raffle-selling table at the hallway outside of the Program room doors. Gary Anemaet will be handling that raffle table. Raffle drawing for the iPad will be at 9:30pm. Need not be present to win.
 - Raffle reporting to Michigan Lottery—Hope will fill out the End-of-Raffle reporting required by Michigan Lottery, but Linda Lavey and Linda VanBlaircum from the Friends Group will submit it. Hope will turn over the raffle income to the Friends for deposit into their Huntington Bank Account. On the Friends' next meeting, Linda VanBlaircum, will make a report to the Friends group and then donate the money from the raffle to the library
 - This year, there will be mason jars filled with 110 paper flowers. Each flower stands for a collection item and it will be part of the "Help the Library Grow Our Collection"
 - We will still put out Free-Will Donation Containers and Fishbowls like last year
 - See attached Schedule of Events and Flier for the iPad Raffle
- Update on Pinckney in May Promotions
 - Street Banner – paid Ostlund \$250 to install and take down
 - Hope will be attending the Village of Pinckney Council and Putnam Township Board Meetings promoting Pinckney in May
 - Post cards sent to local officials
 - WCSX promoted the event during their "City of Week" Facebook Live
- FYI: During Putnam Township Board Meeting, a proposal by 2/42 Church to install a Little Free Library in the Township Square Park was brought up and approved by Township Board on May 16 meeting
- Update from April 23-28 Pinckney Murder Mystery Scavenger Hunt
 - The partnership with the Village, Township, schools and local businesses was a great success. The teachers and students expressed interest in doing the project again. More than forty people turned in their Scavenger Hunt forms.
 - The library received a nice Thank You Card from Scavenger Hunt winner Paula Dzombak.
- 2018 Genealogy Seminar Revenue v Expense Report
 - See attached 2018 Genealogy Seminar report
 - This year's expenses were a lot more than previous years, because the speaker came from Ohio and the library paid for her travel and lodging, along with speaking fee.
 - The increase of registration fee enabled the library to come out in the positive, along with donations from the Livingston County Genealogical Society and Friends
 - All evaluation surveys are still being tallied, but preliminary forms show a very positive response again from attendees this year
- Upcoming Library Events

- See Second Quarterly Calendar of Events
- Reminder: 2018 Youth Summer Reading Program Starting on June 18th (Theme: Music)
- Pinckney in May Event: Saturday, May 19th from 6pm-10pm
- Friends Group Report- Reviewed and on file.
- Treasurer's Report- Reviewed and on file.
- Bookkeeper Report- Reviewed and on file.
 - Several suggestions where recommended:
 - New combined ledger that includes debt service along with regular operations accounts
 - Come budget time, add debt service into regular budget reporting
 - Fall budget adjustment to reflect bond debt

Issues:

- Interior Handicap Door:
 - Interior handicap door is not working properly
 - The issue was discovered in late April
 - To be ADA compliant, the door needs to be propped open during the library's operational hours
 - Jack is contacting the door installers who referred the library to the company that actually has responsibility for the handicap mechanism
- RIDES Delivery Service—renewal date July 1, 2018 – June 30, 2019 is \$2,196.00
 - Kate made a motion to accept the quoted price of \$2,196.00 and authorize the renewal of RIDES Delivery Service for July 1, 2018 – June 30, 2019 and Patti seconds. All approved and motion passes.
- Cooper Riesterer Letter
 - Pinckney Community Public Library has been informed, as required by Michigan law, about a lawsuit to Vacate Undeveloped Roadways of the Plat of the Village of Pinckney by The People's Church of Pinckney.
 - All landowners within 300 feet of proposed property must be informed.
 - This issue does not directly affect the Library.
- Update on Study Room Floor Issue
 - This issue was from the flooding damage of 2012. The Board made the decision to wait on repairing the damage until it needed to be worked on and the library had the money to do the repairs. The floor in the Study Room now needs repair and will take place after May 19, 2018. Hope will wait for Gene Ferrera, our construction manager, for a schedule and quote.

NEW BOARD ISSUES: None

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:59 AM

Karen Diaz made a motion to adjourn and Kate seconds. All approved and motion passes.

Respectfully Submitted by Jennifer Brennan