

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**AUGUST 16, 2018**  
**10:00 AM**  
**MINUTES**

Present: Kate Pratt, Board President; Judy Wismont, Trustee; Karen Diaz, Trustee; Patti Nicholson, Board Secretary; Hope Siascoco, Library Director and acting Treasurer; Jack Stewart, Staff Member.  
Absent: Ken Hammer, Trustee; Jennifer Brennan, Board Notetaker

**CALL TO ORDER at 10:07AM**

**PUBLIC COMMENT:** none

**CORRECTIONS/ADDITIONS TO AGENDA** Kate motioned to accept the agenda with addition of Community Happiness under New Board Issues and Karen seconded. All approved and motion passes.

**READING OF MINUTES FROM JULY 19, 2018 BOARD MEETING** Judy motioned to accept the minutes as presented and Kate seconded. All approved and motion passes.

**PRESENTATION OF BILLS:**

- ✚ August 2018 Operations Bills for Review: Kate motioned to accept the bills as presented and Judy seconded. All approved and motion passes.

**OLD BUSINESS:**

- Update on new iMacs
  - Scott from CPS explained that the IT Plan quoted 9 new iMacs because it included the 6 public iMacs—which were bought directly from Apple’s government sales on August 3<sup>rd</sup> and shipped to CPS on August 7<sup>th</sup>—1 iMac to replace the old one in the Director’s office and 2 Macs to replace the circulation computers
  - Hope made the decision to hold off purchasing the staff iMac replacements as those computers are not as pressing to replace as the public ones
  - 6 iMacs--\$1,049/computer for total of \$6,294 + 6 Apple Care 3 year warranty at \$714; Grand Total of Order: \$7,008.00
  - Scott is scheduled to install the 6 public iMacs in the library on Friday, August 31st
- Digitization Project
  - Update on Server Space for accessing High School/Middle School Yearbooks—Hope will need to see if free server space online—i.e. Google or Dropbox—might be a better alternative than for the library to host the yearbooks on our server space.
  - Advantage Digitization—Online Indexing of digitized materials in Local History. Kate motioned to table digitization project and Karen seconded. All approved and motion passed.
- Update on 2018 Trustee & Directors Annual Meeting
  - Proposed Date: Wednesday, October 10<sup>th</sup> @ 7pm
  - Topic: How libraries can assist families with special needs children/how libraries can partner with schools
  - May be a panel discussion with time for a tour of Fowlerville Library’s New Building

**NEW BUSINESS:**

**Reports:**

- ✚ Library Progress Report
  - Raffle Committee
    - Since the Board would like to add a raffle for next year’s Pinckney in May, Hope is planning on getting a Raffle Committee together that’s separate from the Pinckney in May Organizing Team
    - Hope is requesting for one of the Board Members to be part of the Raffle Committee. Judy motions to nominate Ken to serve on the Raffle Committee and Kate seconds. All approved and motion passes.
  - PCPL Website Update

- CPS, the library's IT subcontractor, are the tech admin in charge of the library's website
  - An update was needed to be done to Wordpress—the software they and the library uses for our website—that would be compliant with using HTTPS protocols.
  - Cost of update: \$450
  - Additionally, the website's "carousel" needed to be upgraded with the new website changes for \$100
- Phones: Caller ID issues for Hope's office number
  - For the past three to four years, Hope's office number of 734-878-2952 has been showing up as a different phone number when dialing out
  - Kevin Opalek from All Star Alarms, who set up our library's phone systems when he still owned Advantage Electronics, came to finally fix the issue on August 10<sup>th</sup>
  - The issue was a Charter problem
- Update on 2019 Livingston Reads: One Book, One Community Program
  - The six public libraries of Livingston County were given 2 choices to submit as possible 2019 titles for Livingston Reads
  - Survey of the 12 title choices is now up and available until Monday, August 20<sup>th</sup>
  - Survey address: <https://goo.gl/forms/t0Y5w43h5qq2rDpm2> or use the printed copy in the library and give back to circulation staff
- Building Maintenance Update
  - Interior ADA Door Update—Progressive Hardware Supplier came to fix the interior handicap door on Tuesday, August 14<sup>th</sup>, but could not fix it as they had ordered the wrong part for the door. They will return once they have the proper part to fix it.
- Upcoming Library Events
  - See August-September 2018 Library Calendar of Events
  - Special Mention: Wednesday, September 5<sup>th</sup>—Consumer Education Workshop on preventing IDENTITY THEFT from 6:30pm-7:30pm
  - Youth Summer Reading Program ended on Wednesday, August 15<sup>th</sup> during the "Libraries Rock! All Ages Prize Party" at 11am-12pm (43 youth attendees)
  - REMINDER: Adult Summer Reading Final Weekly Prize drawing is on Tuesday, September 4<sup>th</sup> with Grand Prize Drawings on Friday, September 7<sup>th</sup>. (Thanks again to the Friends Group for their \$300 donation towards Grand Prizes.)
- ✚ Friends Group Report – viewed and on file.
- ✚ Treasurer's Report
  - PNC Bank has already set up the library for online bank statements for our Operations account
  - Kendra L. McDonald, Pinckney Branch Manager, will look at reversing the \$2/month charge to the library since January 2018
  - Hope still needs to set up the online bank statements for Huntington Bank
  - Kate motioned to pay any credit card bill or payment that may incur a late payment fine shall be paid via online banking from PNC operations account. Judy seconded. All approved and motion passes.
- ✚ Book Keeper's Report – reviewed and on file.

**Issues:**

- Additional Verizon Hotspot
  - Good news: Library's Mobile Wifi Hotspots have turned out to be a success
  - Bad news: we've had long waits and reserve lists for the two current hotspots
  - Hope is planning on adding one more hotspot (\$40/line per month). Because we've been with the program for a year, Hope will check to see if Verizon can provide us

- with the free hotspot equipment as “upgrade” and we just add a line. Kate motions to add a third hot spot and Karen seconds. All approved and motion passes.
- Request: current policy states that patrons can put a reservation on hotspots. Can we eliminate that option and just go “first come first serve”? Judy motions to change the policy to allow wait list only for mobile hot spots at the circulation desk, NOT reservations for specific dates. Patti seconded. All approved and motion passes.
  - Hope to look into adding a note to the online catalog instructing patrons to check with circulation desk.
- Non-traditional material checkout
    - Proposal to check out cake pans to patrons. Discussion of non traditional materials check out ensued.
    - After discussions, it was the consensus of the board members present that the circulation of cake pans to patrons might not be the best way to handle this type of service. It might be better to do “cake pan swaps” as part of a library program or event.
  - Library Board Notetaker Position—Consensus was to keep current note taker and have Secretary fill in as needed.
  - Elimination of Daily Fines at the Pinckney Library
    - Proposal to Eliminate \$1 rental fees on Movies and TV series
    - Discussion of Draft Proposal for Eliminating Fines on Materials
    - Table discussion until later special meeting can be set. Also an informal poll of patrons regarding opinions on elimination of fines will be created and sent out.

## **NEW BOARD ISSUES**

**Community happiness -- TABLED**

## **CALL TO THE PUBLIC**

**ADJOURNMENT** Patti motions to adjourn and Judy seconds. Meeting adjourned at 11:55 pm.

**Respectfully Submitted,  
Patti Nicholson  
Board Secretary**