

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

CALL TO ORDER @ 10 am

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

PUBLIC COMMENT: None

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

READING OF MINUTES FROM MAY 17, 2018 BOARD MEETING: Judy Wismont made a motion to accept the minutes as presented and Karen Diaz seconds. All approved and motion passes.

PRESENTATION OF BILLS:

- June & July 2018 Operations Bills for Review: Judy Wismont made a motion to accept the Operation Bills for June and July as presented and Patti Nicholson seconds. All approved and motion passes.

OLD BUSINESS:

- 2018 Loleta Fyan Small and Rural Libraries report—Hope's Report - On File
 - Very informative. Good ideas. Inspired ideas for use in our library.
 - The Library Board has asked for monthly updates on community happiness and implementation of staff development programs.
- Study Room Flooring and Carpeting Construction Work
 - Floor Damage in Study Room has gotten progressively worse. This was same issue from 2012 water damage that has slowly crept further into the library where wooden floor is underneath broadloom carpeting.
 - Board Members voted by email, May 21, 2018 – May 24, 2018 to have the work done according to the schedule offered by Frankl Rewold & Son
 - Work was done Friday, June 1st – Monday, June 11th
 - Total: **\$5,038.77**
 - \$6,263.77 on invoice
 - Gene Ferrera waived his fee
 - What account line item to designate floorwork expenses? Line item 930.12- Building Maintenance
 - Board Members signed a card for Gene and Hope will get a \$100 gift card for a restaurant to include with card as a way of saying "Thank You".
 - Gift Certificate will be a Board Expenses line item
- 2018/2019 Pinckney in May: Bids, Bites, Beats & Books
 - 2018-2015 Pinckney in May Revenue vs Expense Comparisons Report – On File
 - **REMINDER: Reporting for sales tax purposes requires totals for sales only, not expenses, within 3 days after event.**
 - Follow-up reporting on 2018 fundraiser
 - For first-time raffle offering, it was very successful
 - Raffle must be more organized with rules and prizes clearly stated
 - Raffle was successful because of presales
 - Next year Library will explore having a cash raffle instead of an item raffle
 - There are many different options for a cash raffle. Hope will look into how this can be done at the library for next year
 - Should we continue with a 2019 Pinckney in May event?
 - The Board decided to continue with Pinckney In May
 - Possible date?
 - The Board decided on May 18, 2019
 - Should we consider changing up the event for 2019?
 - Public likes silent auction
 - Public likes school music groups
 - Raffle Suggestion – If all tickets are pre-sold then the raffle can be held first so the winner has extra money to spend at the auction. Or raffle can be held early before Silent Auction tables close

NEW BUSINESS:

Reports:

Library Progress Report

- Thank You to Friends of the Pinckney Library for June and July months' donations:
 - \$677 from Raffle during Pinckney in May
 - \$300 for Adult Summer Reading Program Prizes (ASRP starts July 1st and ends September 4th)
 - \$1,256 pledge to pay for full renewal amount for Ancestry Library Edition from August 1, 2018 – July 31, 2019
- First batch from Community Foundation for SE Michigan's Elizabeth and John Colone Foundation for the Pinckney Library--\$361.50 on June 1st; Total for the year: \$723
 - Board decided to continue designating money from Colone Foundation to Professional/Staff Development and Training
- Building Maintenance Update
 - Leak between the drywall separating Sara's Youth Storage area and west side hallway:
 - Need to get a handyman to open a portion of the drywall by the ductwork to see where water is coming from
 - Resurfacing and restriping parking lot and back driveway by dumpster—work was done on July 4th holiday by Alan's Asphalt in Hamburg
 - Backflow Valve Inspection
 - Inspection done three years ago showed some problems. The library called Ostlund to adjust the valve and they completed maintenance on Backflow Prevention System on Thursday, June 14, 2018 for \$548.23
 - Local History Room reorganization
 - The local history room is newly organized and looks good. Aside from a conference room table, there are now 2 smaller round tables available for small group meeting
 - Hope will stress to staff members that Local History Room's primary use is still for Local History research
- Update of MeL RIDES 2018/2019
 - Renewal was paid, and service continues uninterrupted
 - Renewal period is for July 1, 2018 – June 30, 2019, for the rate of \$2,196 for 3 days a week delivery
- New Library Page to replace outgoing page, Grace Reynolds—library's newest page is Bridget Kramer who will start training as soon possible
- Upcoming Library Events
 - Reminder: 2018 Youth Summer Reading Program Starting on June 18th (Theme: Music)
 - First year of online registration, tracking and games for Youth Summer Reading Program
 - The library's Youth Summer Reading Program has seen some good attendance this year—including Family Movie Night (*Greatest Showman* had 32 in attendance; Thank you to Adiska Dental for free pizzas); Maker Day Rocks! had 15 in attendance; Attendance for Yoga Rocks! Yoga for Kids has increased that Denise Johnson, the instructor, has moved it outdoors; and Doll Dance Rock! American Girl Doll Dance Party had about 55 people in attendance.
 - The library did a Saturday matinee movie showing of Marvel's *The Black Panther* on Saturday, July 7th. There were 15 people in attendance. Thank you again to Adiska Dental for the free pizzas.
 - Adult Summer Reading Program started on July 1st and ends September 4th, with Grand Prize drawings on September 7th

Friends Group Report -

- Friends canceled June meeting.
- See attached July 12th meeting minutes.

Treasurer's Report -

- The State of Michigan direct deposited \$4,186.90 to our PNC General Fund account on June 1, 2018. Dianne and Hope think it's State Aid. Hope will investigate it, in case it's actually Personal Property Taxes; Huntington Bank is asking if the library would be interested in moving to online bank statements instead of hardcopy statements. Otherwise, the library will be charged \$3/statement per month. Hope will work on getting us to online statements with Huntington Bank. Dianne is asking if we can do the same with PNC as we are currently being charged a \$2/month statement fee for our Operations account.

- Kate made a motion to have Hope change the PNC account to online statement reporting and Judy seconded. All approve and the motion passes.
- ✚ Bookkeeper's Report -
 - The changes to the Bookkeeping ledger has been made according to suggestions from the auditors and the Debt Service is now integrated and can be seen on three different line items:
 - 009.6 Huntington - Debt Service
 - 401.3 Property Taxes - .6000 Debt Service
 - 990.0 Debt Service Expense

Issues:

- Program Room Space Use request by Huron River Revivalists (HRR) for their May 4, 2019 fundraiser
 - Discussion about HRR room request followed:
 - If a staff member doesn't need to be paid the fee can be waived
 - Kate volunteered to be the Library Representative for the event
 - HRR has committed to play during the library's 2019 Pinckney in May event
 - HRR bring many people to Pinckney in May, who in return offer monetary support to the library
 - Judy made a motion to waive the room rental fee, unless a staff member must be paid to supervise the event and collect only the room deposit and Patty seconds. All approved and the motion passes.
- LESA Request to put lawn sign at library's front grass area by Putnam Street to help boost Preschool registration—Village ordinance, per Zoning Administrator, states we can keep it up to 45 days if the library applies for a Temporary Sign Permit
 - Hope submitted the required paperwork for permit
 - Patti made a motion to allow LESA to place a temporary sign on library property and Kate seconds. All approved and the motion passes
- 2018 Livingston County Directors and Trustees Annual Dinner
 - Planning is starting for the 2018 meeting. An email went out asking for ideas and suggestions
 - Beth Lowe, the new director of the Fowlerville District Library, has offered to host the event at the new Fowlerville Library
 - Suggest dates are for a Wednesday in October or November
 - PCPL Board is interested in the topic suggested by the Hamburg Library: How libraries can assist families with special needs children/how libraries can partner with schools
- Book Fines and Movie Rentals
 - There is a trend in libraries to eliminate over-due book fines. A discussion on the topic of eliminating book fines followed: (Books are defined as books, audiobooks and music)
 - How do we apply fines currently? \$0.05 per day with a \$2.00 limit
 - What is the goal of fines? To get material back
 - Does it work? Sometimes patrons don't return items because they are embarrassed or can't afford the fines
 - What is the time frame for late vs. lost book? A book is declared lost after 90 days
 - Do we need to increase the lending time? PCPL has the shortest lending time among Livingston County libraries with 2 weeks
 - Patrons have 2 common reasons to want to keep fines:
 - Paying fines re-enforces personal responsibility
 - Taxes: I paid my taxes so anyone with overdue books owes compensation
 - Many libraries have found that more books are returned when fines are removed
 - Ken made a motion that Hope, with the input from Staff, develops a new policy which includes the elimination of fines on books which the board can discuss at the August 16, 2018 board meeting and Kate seconds. All agreed and the motion passes.
- Fire Alarm Panel and National Time & Signal recommendation and quote for yearly Building Inspection
 - The library experienced several problems with the alarm system recently. Most were due to low batteries in the unit. National Time & Signal recommended a yearly building Inspection.
 - The annual Inspection cost is \$535.86
 - See attached quote for complete list of devices included in inspection.
 - This inspection includes devices not covered in the every-other-year Fire Extinguishers inspection done by Spears
 - "Fire Alarm System Certification" documentation may reduce insurance cost

- Kate made a motion to accept the quote from National Time & Signal and have an annual inspection done and Karen seconds. All approve and the motion passes.
- 2018 Tech Plan
 - Presentation of 2018 Tech Plan for computer replacement schedule
 - 2 iMacs in the public computer area are in dire need of replacements - See attached email explanation and quote from Scott Rider of CPS
 - Note: Scott explained that the 9 iMacs for replacement included 3 staff computers—2 circulation desk computers and 1 in Director's office
 - Follow-up from Scott: only the 6 public iMacs are in dire need of replacement at this time
 - Kate made a motion to purchase six (6) 21.5-inch iMac Base Model for use by library patrons for \$1,099.00 each and one (1) 21.5-inch iMac Retina 4K Display for use by the library director for \$1,299.00 and Judy seconds. All approved and the motion passes.
- Interior ADA door quote
 - Quote from Progressive Hardware Supplier--\$1,660.00 parts and labor
 - This will be recorded on line item 930 Repairs & Maintenance
 - As decided by email vote from June 29, 2018 to June 30, 2018: Ken made a motion to accept the quote of \$1,660.00 from Progressive Hardware Supplies for parts and labor to repair the ADA Compliant Handicap Assessible Inner Door and Kate seconds. Majority approved and the motion passes. (See Gmail with subject line: IMPORTANT—Handicap Door to the Library)
- Records Disposal pre-2011—the library currently has records from before 2011 stored in the Board Room. The library is required to keep records for 7 years. Can the board members approve of the library disposing of library records that are from before 2011?
 - Granger does Document Shredding:
 - *Granger provides collection bins for document destruction. All material is shredded on site by our shredding partner. A certificate of destruction is provided upon request. Material is secured every step of the way.*
 - Kate volunteered to take the records to Granger to be shredded.
- Digitization Project
 - OCI Yearbook Project—High School Yearbook—OCI is digitizing high school yearbooks for free. This year, they're working on high school yearbooks from 1950-1989. Hope sent them a first "trial" batch of these yearbooks on June 12th. The books were returned on Monday, July 16th, along with the digitized PDF versions on 2 DVDs. The quality of the digitization is very good, and we only had the books away from the library for a month. We sent OCI 20 yearbooks. Hope plans on sending them the second batch of yearbooks soon. To digitize our Middle School yearbooks would cost \$110. Would the board approve this expense?
 - Judy made a motion to have the Middle School yearbooks digitized at the cost of \$10 per book and Ken seconds. All approve and the motion passes.
 - Advantage Digitization—Online Indexing of digitized materials in Local History -Tabled until the August 16, 2018 board meeting.

NEW BOARD ISSUES: None

CALL TO THE PUBLIC: None

ADJOURNMENT @ 12:25 PM

Kate made a motion to adjourn and Judy W. seconds. All approved and motion passes.

Respectfully Submitted by Jennifer Brennan