

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
OCTOBER 17, 2018
10 AM
Minutes

CALL TO ORDER @ 10:01am

Present: Kate Pratt, President; Kenneth Hammer, Trustee; Karen Diaz, Trustee; Judith Wismont, Trustee; Hope Siasoco, Director and Acting Treasurer; Tyra Schmitter, Staff Member; Jennifer Brennan, Note Taker; Laura Burwell, public.

Absent: Patti Nicholson, Secretary

PUBLIC COMMENT: None

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

READING OF MINUTES FROM SEPTEMBER 21, 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:

- October 2018 Operations Bills for Review: Ken Hammer made a motion to accept the Operation Bills for October as presented and Kate Pratt seconds. All approved and motion passes.
 - ✚ Hope explained that there was a problem with Amazon Corporate Credit Line auto pay. Amazon failed to record the August payment. Hope has resolved the issue.

OLD BUSINESS:

- Report: Trustee & Directors Meeting at Fowlerville District Library
 - Kate Pratt and Judy Wismont were unable to attend
 - Hope, Ken Hammer, Patti Nicholson and Karen Diaz attended
 - The Dinner included a behind-the-scene tour of new library
 - Location is in an old remodeled grocery store
 - Large space with room for expansion
 - Furnished with repurposed items and donated items
 - Speaker Dr. Les Sharon was great
 - Topic: How can libraries help schools with literacy
 - Help the parents in order to help the child
 - Pay teachers to teach reading to adults at the library
 - Adults tend to hide illiteracy from other people
 - Build communication between schools and library
 - Light of the World
 - Laura Burwell will share these ideas with Light of the World teachers
 - Board discussed other possibilities of improving relationship of Library with the Pinckney Community Schools
 - Relevance in today's world
- Update on upcoming Trustee Position Opening at the Library
 - Judy Wismont has tendered her resignation effective as of December 1, 2018 to the Village Council

- November 14, 2018 will be her last board meeting
- Laura Burwell has applied for the open board position
- Update on Track Lighting from Vedder Electric
 - Formal quote from Vedder Electric was as verbally stated
 - Library is just waiting for new fixtures to arrive and be installed

NEW BUSINESS:

Reports:

✚ Library Progress Report

- Thank You to Friends of the Library:
 - \$300 for Author Tom Carr for his author talk on *Blood on the Mitten*
- Upcoming Promotional Opportunities for the Library:
 - Library Purchased a 1/4-page ad in 2018-2019 Pinckney Band Booster Music Program
 - Library Purchased a full-page ad in the upcoming ACT2 program for their October 2 performance of The Twilight Zone
 - Judy Wismont will call WHMI for information on advertising costs
- Report: Puzzle Palooza IX from October 13, 2018
 - Well attended - 31 people
 - Use of both program rooms worked well
 - Need to be clearer in promotion and initial discussion with attendees which type of puzzle they'd like to work on: 500-pieces or 1,000-pieces
- Redirected art
 - Good attendance and those who attended had fun
 - Longer time would have been useful for the program
- Report on Water Fountains
 - The taller unit is Out of Order
 - Library will be contacting a plumber through AAA Services to come and fix the unit
- Upcoming Library Events
 - See October-November Calendar of Events
 - FYI: The Friends Group are requesting volunteer help for their upcoming Saturday, October 20th Book Sale
 - Of Note: Saturday, October 20th @ 11am—Create Your Own Fantastic Beasts program
 - Highlights: Friday, October 26, from 6:30pm-8:30pm—Paint & Pour; Saturday, October 27, from 6pm-8pm—Village of Pinckney Spooktacular/Trunk or Treat; Saturday, November 3 @ 10:30am—All About Beekeeping with Bruce E. Sabuda/The (Bee) Whisperer; and Saturday, November 10 from 12pm-3pm—Dungeons & Dragons

Friends Group Report - Reviewed and on file.

- Looking for help with monthly book sales

Treasurer's Report - Reviewed and on file.

- Hope reminded the Library Board that there will be no updated Treasurer's Report for next month's meeting
- Payroll Company Interviews and Comparisons for 2019
 - Library Board was presented with a chart comparing 4 different companies to consider for next year's payroll service: Thomas Reuters MyPay Solutions (current service), Paylocity, Paychex, and Quickbooks
 - Dianne Gonzalez, library bookkeeper, and Hope both recommend Quickbooks Payroll Service or Paylocity

- Library's current ledger and bookkeeping is through Quickbooks online
- Paylocity offers hand's on support with one point of contact
- Paylocity, even though it's pricier than the rest of the options, offers a very good software system that will integrate seamlessly with the current Quickbooks bookkeeping software
- They also offer a more affordable option for employees who still need printed checks as opposed to direct deposit
- Vacation/ holiday pay can be customized into the software and this is already included in the quoted price
- For economy, recommendation is to go with Quickbooks Payroll Services; but for full-range, added value service, recommendation is to go with Paylocity
- Judy Wismont made a motion to authorize Hope to move to Paylocity starting January 1, 2019 and Kate Pratt seconds. All approved and motion passed.
- Cash Flow Projection for rest of 2018
 - Dianne presented the board with a projected cash flow chart for the months of November & December 2018
 - In-house income, such as Overdue fees, Video fees, Donations, etc. were not included in this chart
 - Judy Wismont made a motion to accept the Cash Flow Projection as presented and Karen Diaz seconds. All approved and the motion passed.

Bookkeeper Report - Reviewed and on file.

Issues:

- No Food for Fines in November but will do one for March 2019
 - According to volunteers at the Food Bank, the best time for a food drive is in late winter because food is most needed in the Spring
 - Given the decision to no longer charge daily overdue fines starting in 2019, Hope will need to come up with another way to encourage Food Drive giving

NEW BOARD ISSUES

- 2019 Employee Wages & Director's Salaries- Tabled
- Kate Pratt made a motion to table this issue until the November board meeting and Karen Diaz seconds. All approved and the motion passed.

CALL TO THE PUBLIC

Jennifer Brennan suggested the library should get a marquee sign to advertise programs. A discussion followed. Karen Diaz volunteered to investigate the cost for a marquee sign.

ADJOURNMENT @ 11:45

Ken Hammer made a motion to adjourn the meeting and Judy Wismont seconds. All approved and the motion passed.

Respectfully submitted by Jennifer Brennan.