

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING  
SEPTEMBER 21, 2018  
10 AM  
Minutes**

**CALL TO ORDER @ 10:03am**

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

**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.

**SPECIAL ISSUE**

Roll Call Vote: Truth in Taxation—The Pinckney Community Public Library held a public hearing Friday, September 21, 2018 at 10:03am at the library for the purpose of receiving comments on the 2018 library millage rate of 1.4220 mils and another one for .5857 mils.

The 2018 tax rate request passed in August 2014 and to be collected in December 2018, is computed at 1.4220 mils, which includes a Headlee Millage Reduction Fraction of .9963, and is due to expire in 2020. The purpose of this millage is to support the operations of the current library facility. A second millage tax rate request, passed in February 2011 and will be collected by December 2018, is computed at .5857, which includes a Headlee Millage Reduction Fraction of .9963 and is due to expire in 2040. This millage is to support the operation of the current library and for debt reduction. Karen Diaz moves to adopt the millage rate to be used in 2018 as read; Judy Wismont seconds the motion.

Roll call votes:

Kate votes Yes

Ken votes Yes

Judy votes Yes

Karen votes Yes

Patti votes Yes

All approve. Motion passes.

**2018 Tax Rate Request from Livingston County (L-4029)**

The 2018 request was signed, filed, and will be submitted to the Putnam Township Clerk and the Livingston County Clerk and Equalization Department before the deadline. The 2018 new tax rate request for operations millage is computed at 1.4220 and is due to expire in 2020, and a second millage tax rate request is computed at .5857 and is due to expire in 2040. Kate Pratt moves to approve the request. Judy Wismont seconds the motion. All approve and the motion passes. Patti Nicholson, Secretary, and Kate Pratt, President, signed the form on Friday, September 21, 2018. The report is on file at the library.

**READING OF MINUTES FROM AUGUST 16, 2018 BOARD MEETING:** Patti Nicholson made a motion to accept the minutes as presented and Judy Wismont seconds. All approved and motion passes.

## PRESENTATION OF BILLS:

- September 2018 Operations Bills for Review: Judy Wismont made a motion to accept the Operation Bills for September with one correction and Kate Pratt seconds. All approved and motion passes.
  - Correction: Line Item 965.1 Automation Equipment: Verso Express subscription should read 11/1/18-10/31/19

## OLD BUSINESS:

- Update on new iMacs—Scott from CPS was finally able to install the new iMacs on Friday, September 14<sup>th</sup>. We're experiencing some printing anomalies with the new iMacs & LPT1, but Scott will try to get a hold of Gary from Jamex Printers to find out how to change settings.
- Digitization Project—Second batch of High School Yearbooks, along with the 11 middle school yearbooks that we will be invoiced for (\$110) has been sent on Wednesday, September 12<sup>th</sup> and was received on Monday, September 17. If their schedule is the same as the first batch of yearbooks, we should be receiving the digitized copies next month.
  - The library also has 21 yearbooks from Pinckney Elementary and 6 from Farley Hill Elementary with fewer than 50 pages. (Some of our staff members who have children who graduated from Pinckney Elementary and Farley Hill have generously allowed me the loan of those years for digitization.) OCI is quoting \$5/yearbook. Hope is planning on using money from this year's Pinckney in May to pay for this project.
- October 10, 2018 Directors & Trustees Meeting starting at 7pm
  - Will be at the new Fowlerville District Library's new building
  - Head Count Needed: All Pinckney Library Board Members will attend.
  - Topic will now be limited to local libraries' partnerships with schools
  - Presenter: Dr. Les Sharon of the Pinckney Community Schools, followed by a "Round Robin" of sharing per each Livingston County Library
  - Possible topic for 2019 Trustee & Directors meeting: How libraries meet the special needs of our communities
- Circulation Policy Change Proposal to Eliminate Daily Fines
  - Online & Print Survey – partial results: 4 print + 49 online as of 9/19/2018
  - Special Board Meeting –Monday, October 22 @ 1pm

## NEW BUSINESS:

### Reports:

#### Library Progress Report

- Donations of Note:
  - Thank you to Friends for paying for 18 attendees for the October 26<sup>th</sup> Paint & Pour for \$576.25
  - Thank you to Ms. Sandra Lobbstaal who generously donated \$5,000 from her IRA to the Pinckney Library
  - Sandra also applied for a Pfizer Foundation matching grant—which, if approved, will total \$2,500
  - Hope informed Sandra—who approved—that this amount of \$7,500 will pay for the brand-new public iMacs
- Hope is now the Class III TLN Cooperative Steering Committee Representative for 2018-2020 starting October 5<sup>th</sup>. The Steering Committee meets twice

quarterly. Pinckney Community Public Library will be hosting the TLN Cooperative Steering Committee and Full Membership Committee meeting on Friday, May 10<sup>th</sup>, 2019 in the Big Program Room

- Judy Wismont made a motion that the Pinckney Community Library Board provide coffee & doughnuts for the meeting using Board Meeting Funds and Ken Hammer Seconds. All approve and the motion passes.
- Update 2019 Livingston Reads: One Book, One Community Title
  - Pinckney Library Results: 1<sup>st</sup>—*Hidden Figures*; 2<sup>nd</sup>—*Princess Bride*; and 3<sup>rd</sup>—*Born a Crime*
  - Livingston County Libraries Results: 1<sup>st</sup>—*A Walk in the Woods* by Bill Bryson and 2<sup>nd</sup>—*Craig & Fred* by Craig Grossi
  - **2019 Title is *A Walk in the Woods* by Bill Bryson**
  - 2019 Livingston Reads starts March 1<sup>st</sup> and ends April 30<sup>th</sup>
- Pinckney in May Committee Meeting Notes—See Attached
- A discussion on improvements to Pinckney In May followed.
  - Need to increase attendance
    - How much do WHMI ads cost?
      - The Board directed Hope to get pricing for WHMI ad time
    - Set-up an outside area to make the event visible in order to entice the community to join the after-hour event as it is happening that evening
- Raffle Committee
  - Cash raffle and 50/50 on same day if possible. Hope will check with Michigan Lottery if they will allow us to hold two different types of raffles the same evening
  - Clarification of rules and prize offerings need to be included for next year's raffle. If the library plans on offering a particular item prize, we can not add another type of prize if that was not in the original offering
- Changes to MeL Databases
  - New eResources and Databases will be added to the Michigan eLibrary (MeL) database collection on October 1<sup>st</sup>
  - Tyra, our web administrator will update any links on the library's website
  - For a preview of the changes, Visit the Get Ready for October 1 (<https://bit.ly/2xyKh1L>) area on [www.MeL.org](http://www.MeL.org) which contains information to help you prepare for the upcoming database changes.
- Building Maintenance Update
  - Handicap Door Repair Update—Progressive Hardware Suppliers ended up fixing TWO issues with the Handicap door; which is why it added more time and increased the cost of the work. They charged us just for the door parts that needed fixing, even though they ended up coming four times to finally get the door repaired. The bulk of the total change in pricing is because of the second part. Total cost to fix: \$2,945
  - West side building door handle—some time in the summer, Jack and Hope discovered that the handle on the West Side door lock was damaged. They were able to adjust the handle so it worked, thinking it was a simple fix. Unfortunately, Lola, one of the Book Sale volunteers, reported the handle being broken again twice. Hope has contacted Meg Sparks, who worked for the vendor that provided and installed the lock. She will be scheduling an appointment to come fix the locking mechanism/handle as soon as the part needed arrives in their offices.
  - Track Light on hallway and in Big Program Room—Vedder Electric came to replace a few burnt out bulbs and mentioned that it will be more

economical for the library to purchase the track lighting fixtures as opposed to just replacing the bulbs. Each bulb costs \$60. New fixtures with regular LED bulbs cost \$75 for residential rather than commercial track lighting. Plus, when those LED bulbs burn out in the future, the library can just replace them with regular LED bulbs from a hardware store.

- The board directed Hope to get a written quote from Vedder Electric to replace lighting fixtures.
- Kate Pratt made a motion to update the lighting using Vedder Electric provided the written quote matches the verbal quote and Ken Hammer seconds. All agree and the motion passes.
- Website Issues
  - On September 19, 2018 the PCPL server was hacked by a Russian IP address
  - CPS rebuilt the server on September 20 from the backup data
  - No cost-effective way to protect from professional hackers according to Kevin Germain of CPS
- 2018 Summer Reading Reports
  - Youth Summer Reading Report
    - Well attended this year with 908 participants
  - Adult Summer Reading Report
    - Less overall participants from previous years
    - Increase in first time participants
- Upcoming Library Events
  - See September/October 2018 Events Calendar
  - Highlight: Redirected Art! on Thursday, October 4<sup>th</sup>, at 6:30pm. Sara Castle has put a sample copy on display behind the circulation desk. Please sign up and encourage others to attend this program. Ages 9 up.
  - Of Note: October 26, 2018 Paint & Pour Program starting at 6:30pm. Thank you to the Friends of the Pinckney Library for covering a majority of the cost for this program. The program attendance limit of 25 people has been met. Anyone who wishes to participate will be placed on a Wait List. Thank you also to Prestige Wine Imports for providing the Mezzacorona wines for the program.
  - Library will participate in the Village's Halloween Spooktacular on Saturday, October 27<sup>th</sup>—staff will once again participate in the Trunk or Treat community event. Sara Castle has generously offered to have us use her vehicle. We will need to provide candy for 2,000 children. The library is asking for donations of candy for this event.
  - Author Visit - Tom Carr author of *Blood on the Mitten* Tuesday, October 16 at 6:30pm
  - Puzzle Palooza Saturday, October 13 from 10am-2pm
  - A comment was made by Karen Diaz on a past event—Presentation on Identity Theft by the Office of the Attorney General:
    - Identity theft program was interesting and informative
    - 12 patrons attended
    - Library Board is interested in more events of that type

#### Friends Group Report

- See attached
- Perused and on file

## ✚ Treasurer's Report

- Reviewed and on file
- Hope reported that the November Treasurer's Report would be delayed, as the library's Bookkeeper, Dianne Gonzales, will be recovering from hip surgery at the end of October.
- Update on setting up online statements—Dianne and Hope now have access to both our bank's online statements. Unfortunately, Huntington Bank is not yet showing our Money Market Debt Fund Account. Hope will try to get them to add this account online.
- Request to find out if the library still needs to keep Huntington Bank PayPal Account
  - Yes, according to Kate Pratt, this helps to keep track of PayPal transactions for reasons of transparency for the audit, so PayPal money has a line item location in which to be placed and recorded before distribution for use.
- For Future Consideration: New Payroll Service
  - The current service, ARMI, had increased their price
  - Dianne, Hope and maybe Kate Pratt will start interviewing possible new payroll services for next year

## ✚ Bookkeeper's Report

- Reviewed and on file

### Issues:

- Proposal to change Monthly Board Meetings until December's Annual Board Meeting for 2018 calendar year
  - Due to a conflict in scheduling, Judy Wismont has requested the October, November, and December meetings be changed to the third Wednesday of the month—barring holiday conflicts
  - Kate Pratt made a motion to change the Monthly Board Meetings to the following dates: October 17<sup>th</sup>, November 14<sup>th</sup>, and December 19<sup>th</sup>, starting at 10am, and Karen Diaz seconds. All agree and the motion passes
  - Laura Burwell, who has expressed an interest in serving as a Village Appointee for the Library Board, was asked to attend upcoming Board Meetings. Judy Wismont has expressed an interest in stepping down from the Library Board on December 1<sup>st</sup>. She will submit her resignation to the Village Council after the Library Board meeting

### **ONGOING BOARD ISSUES**

- Proposal to have half days (10am – 2pm) on Friday, November 16 and Friday, December 7 for staff professional development
  - Judy Wismont made a motion to approve the request for half days on November 16 and December 7 and Karen Diaz seconds. All agree and the motion passes.
- Staff Development – Improv! Yourself Workshop on Friday, November 16 and Northville Township Library Staff Happiness Project on Friday, December 7<sup>th</sup> from 2:30pm - 4:30pm
- Community Happiness Project
  - Compliment Jar at the circulation desk—two jars per circulation station: 1 for compliments and 1 for chocolates
  - No Movie Rental fee for two weeks coinciding with Teen Read Week (Proposed dates: October 7<sup>th</sup> – 20<sup>th</sup>)
  - Update on library procedures for Hotspot circulation:

- Change in hotspot policy—from reserves to wait list—has not been an issue so far. The new policy seems easier for staff. But Hope will keep an eye out if the new procedure becomes burdensome.
- Hope will also ask the staff during the next staff meeting for additional ideas on how to change procedure to accommodate any staff concerns.

**NEW BOARD ISSUES:** None

**CALL TO THE PUBLIC:** None

**ADJOURNMENT @ 11:52am**

Judy Wismont made a motion to adjourn and Patti Nicholson seconds. All approved and motion passes.

**Respectfully Submitted by Jennifer Brennan**

2019 Pinckney in May Committee Meeting  
September, 17th @ 1pm

## Notes from the Meeting

### **1. Michelle Brunner is willing to take on the Food procurement for 2019 Pinckney in May. (Thanks, Michelle!)**

- \* Discussion of moving Food & Bar to the Children's area as opposed to current configuration. Hope will discuss this possibility with Ken Hammer--assuming he and Cathy Hammer will once again be bar tenders for next year's event--of moving the bar in Sara's office.
- \* Discussion about the possibility of moving people outside for maximum exposure during the day of the event. This led to the question of "securing" the alcohol, and why the library ended up with hosting the event indoors. But we're putting a pin on this idea for further down the line if the fundraiser continues to grow--which is really what we want to happen long term.

### **2. Band discussion:**

- \* The student bands were very popular and we want the two groups to return for 2019. Sara will contact Mr. Kevin Welling for the Jazz Rats. Hope has already secured the Huron River Revivalists. Discussion about whether to continue with Midnight Special.
- \* We decided that since we'd like to feature the student bands and give them more time at the beginning of the event, to ask if Midnight Special will be willing to play from 8pm-10pm with 2 sets instead of their usual three sets. If they cannot, we can certainly go with other local bands who would play for our times.
- \* Idea for band with new make up: Jazz Rats starts 6-close to 7pm; 15 break; Huron River Revivalists play after break until close to 8pm; Midnight Special/another band for 2 sets starting at 8pm.

### **3. Advertising**

- \* We need to do a better push in trying to advertise for 2019 Pinckney in May
  - \* Sue Unger will approach the businesses and organizations with marquee and/or event signs on major streets going in and out of Pinckney. During the meeting we thought of the following places to approach: Ed Bock's, Best Video--if the owners haven't sold the building by May 19th, 2019; Pinckney Car Wash; Car Wash and Laundramat on Howell Street; Rite-Aid; Chrysler Dealership; Fire Department; new owners of Pinckney Elementary; B-Line maybe; Screeners?; Shalom Lutheran; Econoprint...
- NOTE: If anyone can think of other places, Sue said she'd be willing to go and approach them to ask. She'll ask if they can promote our event for at least 1 week in advance of May 19th. The goal is that ALL marquees & signs on the roads will be promoting Pinckney in May for at least 3 days as a coordinated effort to catch people's attention.
- \* The committee believes that it would be a good investment for the library to purchase ads on WHMI. Hope will bring this request to the library board for approval.

- \* Regarding advertising on marquees; be clear that beer & wine will be served for those 21 and older, but this is a "family-friendly" event
- \* Brought up the merits of listing the electronic ad purchasers onto one of the outdoor sandwich boards like we did for the Major Sponsors/Donors. Since one of the Sandwich Boards--the white one--is longer, that might not be a bad idea. (The only challenge would be timing to put the poster together. Unlike the Major Sponsor, electronic ad buys have a longer period of time to purchase an ad. If they're allowed to purchase up until a week before the event, is that enough time to create a poster to place on the sandwich board?)

#### **4. Electronic Ads--still would be worth doing this approach.**

- \* Make sure that those soliciting for Silent Auction donation also point to the possibility of buying ad space.
- \* Follow-up for those who could make today's meeting: in 2017, we made \$500 in electronic ad sales; in 2018 we made \$650

#### **5. Silent Auction**

- \* We're keeping it in the Big Program Room
- \* Book Grab Bags should be continued for 2019
- \* Knowing that the first part of the event will have more Teens and Children, committee is suggesting we also make available a "For Youth" Table with items specifically targeting the teens and/or parents of kids who come to the event. This table should be one of the earliest tables to close to coincide with the student bands playing.
- \* Karen Diaz will approach the Athletic Director, Brian Wardlow, about them donating family football game passes.
- \* Hope will contact Rob Roy for Act2 donation again.
- \* We discussed the merits of going lower than half the value of the basket/item as starting bid. Apparently, given comments from bidders and knowing the community members who participate in the Silent Auction--unless the library ends up paying to create the Silent Auction basket, the starting bid should be lower.

#### **6. Raffle**

- \* Hope will ask Michigan Lottery if we can do two types of raffle on May 19th: 1) Cash Raffle with pre-event ticket sales for maximum sale, and 2) 50/50 Raffle.
- \* Idea is to do the Raffle Drawing for the cash raffle close to the beginning of the event before the first section closes; but do the 50/50 drawing closer to the end of the night.

**Follow Up Note:** Hope will be presenting flier/poster options to the Committee and Library Board soon.



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## 6th Annual Fundraiser

Silent auction, raffle and free concert  
Proceeds benefit the Pinckney  
Community Public Library

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### Major Sponsors:

A. Michael & Remedios Montalbo Young  
Friends of the Pinckney Library  
Carpet Depot on M-36  
Prestige Wine Imports, Co & Mezzacorona

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Saturday, May 18<sup>th</sup>, 2018

6:00 P.M. - 10:00 P.M.

Pinckney Community Public Library  
125 Putnam Street • Pinckney, MI 48169

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This year's special musical guests are:

**"Midnight Special"**

"Huron River Revivalists"

"The Jazz Rats"

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Beverages for purchase

Beer & Wine for 21 and older

Free hors d'oeuvres

Free-will donations will be accepted at the door

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For more info:

[www.pinckneyinmay.weebly.com](http://www.pinckneyinmay.weebly.com)

(734) 878-3888

