

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
NOVEMBER 14, 2018
10 AM
MINUTES**

SPECIAL MEETING

Call to Order by President Kate Pratt at 9:04 am

Present: Kate Pratt, President; Ken Hammer, Trustee; Judy Wismont, Trustee; Hope Siasoco, Director; Patti Nicholson, Secretary, arrived at 9:10am

Absent: Karen Diaz, Trustee and Jennifer Brennan, Board Notetaker

- Interview with candidates for Village Council Appointed Board Member:
 - 9:04 am – 9:17am – Laura Burwell
 - 9:20 am – 9:37am – Kate Robertson
 - 9:40 am – 9:57 am – Misty Kinczkowski
- Adjournment – Ken made a motion to adjourn the Special Meeting to interview Village candidates for open Library Board Position at 9:57am. Judy seconds. All approve and Special Meeting was adjourned.

REGULAR MEETING – CALL TO ORDER Kate Pratt called to order at 10:06 am

Present: Kate Pratt, President; Ken Hammer, Trustee; Judy Wismont, Trustee; Patti Nicholson, Secretary; Hope Siasoco, Director; Marcia Spicer, Staff Member; and Laura Burwell, Kate Robertson, and Misty Kinczkowski, public

Absent: Karen Diaz, Trustee and Jennifer Brennan, Board Notetaker

PUBLIC COMMENT: None

CORRECTIONS/ADDITIONS TO AGENDA: Kate moves to accept the agenda. Judy seconds. All approve and motion passes.

READING OF MINUTES FROM OCTOBER 17, 2018 BOARD MEETING AND OCTOBER 20, 2018 SPECIAL BOARD MEETING: Judy moves to accept the minutes from the two meetings as presented. Ken seconded. All approve and motion passes.

PRESENTATION OF BILLS:

- ✚ November 2018 Operations Bills for Review—Kate moves to accept the bills as presented. Patti seconds. All approve and motion passes.

OLD BUSINESS:

- New Light Fixtures Update—New fixtures in the hallway were installed. However, with new LED fixtures, the hallway was too bright so Vedder Electric ended up taking down 5 of the older fixtures to allow for a more balanced brightness level. Six new light fixtures were also installed in program room, replacing burnt out ones. To balance the light in the room, three fixtures were taken down. Library needs to find a way to dispose of these extra light fixtures. As old lightbulbs burn out the fixtures will be replaced.
- Event Outdoor Signage -- TABLED

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Thank You to Friends of the Library:
 - The \$2,500 from the Pfizer Foundation Alumni Match program from Sandra Lobbestael matching donation had to be donated to the Friends Group as they have a 501(c)(3) Tax Number. The Friends have received the check and has donated the same amount to the library. This amount will go towards the payment of the 6 iMac public computers.
 - Collection Development Update: The library will be undergoing a “Weeding & Inventory” of the collection by end of December 2018. Staff are finishing up the review and removal of old collection items in preparation of doing an inventory of all collection items. There has not been a full inventory since the library opened at this location. Goal of inventory to be completed by end of December. Senior staff will be completing the inventory.
 - Holiday Donation Drive for End-of-the-Year Gift Giving for the Library 2018: Hope shared the newly revised Holiday Donation Cards to be mailed to possible donors. She needs addresses

of who to send end of year gift mailing. Current list of recipients: past donors, Pinckney in May attendees, people who have rented the meeting room space, knitters, geneology seminar attendees, paint and pour attendees, merchants. Any other individuals we think of let Hope know.

- Review of Revised Library Informational Brochure and Bookmarks: Hope shared the newly revised trifold brochure and bookmarks for 2019 given changes to the Circulation Policy. Inform Hope about any omissions or errors.
- Update: 2019 Genealogy Seminar
 - Date: Saturday, April 13, 2019
 - Speaker: Dana Ann Palmer; Cost: \$500 for full day speaking fee + \$270.32 travel = \$770.32
 - Committee is considering other out-of-town speakers for 2020 and beyond
 - Committee will actively look for outside funding such as grants to pay for future speakers
 - Committee is considering offering Genealogy Lock-Ins for 2019, if successful to do in future as well. Maybe on a Friday evening. Consider looking to charge so we can make money to go towards the big April Seminars. Board suggested asking the seminar attendees if there is an interest in a future lock-in event.
- Reminder: Library Closing at 2pm on Friday, November 16th and Friday, December 7th for Staff Development in the afternoon
- Upcoming Library Events
 - See November-December Calendar of Events.
 - Report: Good turnout for Friday, October 26 Paint & Pour. Big success!
 - Spooktacular was a success this year, according to the two staff members who worked it. Great fun was had by all.
 - Report: Good reception for Bruce E. Sabuda, The (Bee) Whisperer, presentation on Saturday, November 3rd. Bruce ended up speaking until 1:45pm. Attendees were all very positive about the presentation.
 - Of Note: Giving Tree Doves are in the lobby now, for pick up on November 30th; Saturday, November 10th, 10am-12pm—Dungeons & Dragons; reminder of upcoming movie showings at the library: Tuesday, November 13 @ 6:30pm—"Mama Mia! Here We Go Again!"; Wednesday, November 21 @ 11am—"Incredibles 2"; Wednesday, November 28 @ 6:30pm—"Hearts Beat Loud"; Thursday, December 13 @ 6:30pm—"The Man Who Invented Christmas"; and Thursday, December 20th @ 5:30pm—"Muppet Christmas Carol" PJ Party

✚ Friends Group Report: Reviewed report and filed. Highlights of meeting: Friends approved Sara Castle's request of \$300 for next year's Livingston Early Literacy Collaborative program in 2019. Friends will be doing an oral history project for Pinckney and Livingston County. Group gift wrapped books during meeting for St. Mary's Bazaar.

✚ Treasurer's Report

- Reminder: No Treasurer's Report this month
- Update: Second automatic payment for Debt: November 1 @ \$48,327.50. Kate requested to see the bond payment schedule. She thought the schedule included a higher payment the first 5 years. Hope will include the bond payment schedule in the Dropbox Board Packet Folder.

✚ Bookkeeper Report: Reviewed and on file.

Issues:

- 2019 Employee Wages & Director's Salary
 - 3.9% increase proposal across the board for all employees, including Library Director, excluding Bridget Kramer (new Library Page). Discussion ensued about percent of wage increase. Judy motions to approve a 3.4% wage increase for 2019. Kate seconds. All approve and motion passes.
- 2018 Budget Readjustment & 2019 Budget Proposal
 - Changes to 2019 Budget affected by Board Decision to change Circulation Policy
 - Change line item 600.3 Overdues to 600.3 Lost/Damage Reimbursements
 - Eliminate line item 600.4 Video Income
 - Eliminate line item 710 Employee 401-K
 - REMINDER: Budget Resolution regarding Lobbestael/Pfizer \$3,000 restricted donation for the Youth Area - December 14, 2017 Budget Resolution Carryover: "Judy W. made a motion to carry forward the balance for Lobbestael/Pfizer \$6,000 restricted donation for the Youth Area

in perpetuity until the balance is depleted. Patti seconded the motion. All approve and the motion passes.” Line item 680 Restricted Income

CLOSED SESSION

- The Library Board went into Closed Session to discuss candidates for Village Appointee to the Library Board. Kate made a motion to go into Closed Session, inviting: Hope. Judy seconds. All approve and board closed the meeting at 11:35am.

Kate motions to go into open session at 11:48am. Judy seconds. All approved and motion passes.

NEW AND ONGOING BOARD ISSUES

- New Board Member recommendation to Village Council: Patti motions to send the library board’s recommendation to the Village board for both Laura Burwell and Kate Robertson. Kate Pratt seconds. All approve and motion passes.
- 2019 Pinckney in May Discussion:
 - Ad buy from WHMI: Since we don’t charge admission WHMI can put our event on the community events page. Getting the ad read on the air is more difficult to guarantee. If we pay for a digital banner ad of \$300 to \$500 you get 5,000 impressions (views online). Buying ad space on the air would be \$1000+ to be effective. Judy will get more information from WHMI. The board will look into Facebook ads as well.
 - Charity Auction Webinar: “How Long Lines Will Ruin the Success of Your Auction”: Hope sent board members and Pinckney in May Committee members a link to the recording of this web presentation. The committee members were able to get quite a few tips to help with our own Silent Auction. One of the things that three committee members were able to do was a live demo presentation with John Foster of AuctionZoom. Sara, Jennifer and Hope were impressed with the software and recommends we try it out for 2019 Pinckney in May.
 - BidStation AuctionZoom software: \$499 to purchase and own the software outright, with 3-5% payment feature if using the software’s PayStation feature. There’s an online subscription version for \$129/year. This feature works best with Square merchant services. BidStation, however, does not work with PayPal and Intuit Quickbooks—our current merchant services. Judy motions to try BidStation for the 2019 PiM silent auction. Ken seconds. All approved and motion passes. Patti motions to set up a Square account and connect it to the PayPal account at Huntington Bank. Judy seconds. All approved and motion passes.
- Building Signage: It was pointed out that after the current library building was built and open, there was no sign indicating that the building is the Pinckney Library. So new people in the community don’t know that this building is actually the library. (Current monument sign is at an odd angle and can only be seen from the Mill and Putnam Street corner.) Hope asked our construction manager, Gene Ferrera of Frank Rewold & Son, Inc, for budget for an outside building sign. Gene’s response: based on what type of sign, it maybe be safer to budget between \$4,000-\$10,000. Acrylic signs will be closer to \$4,000, whereas lighted sign will reach up to \$10,000. The board did not like the idea of a lighted sign. Judy motions that the board pursue signage on the building reading Pinckney Community Library. Ken seconds. All approve and motion passes.

CALL TO THE PUBLIC Marcia Spicer, staff member, suggested black lettering for the building signage and Judy expressed thankfulness for serving on the board.

ADJOURNMENT Judy made a motion to adjourn. Ken seconds. All approve. Meeting adjourns at 12:45pm

Respectfully submitted by,

Patti Nicholson, Secretary