

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
JANUARY 17, 2019
10 AM
Minutes

CALL TO ORDER @ 10:01am

Present: Kate Pratt, President; Laura Burwell, Vice-President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Karen Diaz, Trustee; Hope Siasoco, Director; Jack Stewart, Staff Member; and Jennifer Brennan, Note Taker.

Absent: None

Public: Elizabeth Parks, Principal of Light of the World Academy, Pinckney
Kathy Moorhouse, Montessori Director at Shalom Lutheran Church, Pinckney

PUBLIC COMMENT: None

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

READING OF MINUTES FROM DECEMBER 19, 2018 BOARD MEETING Laure Burwell made a motion to accept the minutes as presented and Kate Robertson seconds. All approved and motion passes.

PRESENTATION OF BILLS:

- December 2018 Bills for Review
- January 2019 Bills for Review
 - Patti Nicholson made a motion to accept the Operation Bills for December 2018 and January 2019 as presented, and Kate Pratt seconds. All approved and motion passes.

OLD BUSINESS:

- Building Signage Update
 - Three companies being approached for quotes: Phillips Sign & Lighting from Harrison Twp. (they did the building sign for Green Oak Township Police Department), Image360 in Brighton (they did our banner sign for M-36 for Pinckney in May), and Chalou Designs in Dexter (they did the building sign for Pinckney Family Dentistry)
 - Bob Vedder, retired electrician from Vedder Electric turned handyman, is doing work for the library
 - He can install a light to illuminate sign on building instead of purchasing a lighted sign
 - Light will be set on a timer - parking lot lights turn off at midnight so building signage will likely be set to match
 - Budget of \$4,000 for signage was approved by the Board during the November Board meeting
 - Per Village ordinance, the sign can not be more than 4 feet tall
- Event Signs
 - Karen Diaz gave a report on her research into buying a temporary sign for library events
 - Amazon offers many different temporary sign
 - 36x48 Swinger roadside 2-sided plastic sign - \$350
 - Smaller A-frame 2-sided metal sign \$150
 - Shalom on M-36 and Light of the World on D-19 will let us advertise on their signs
 - Contact Dan Hall, Pinckney Car Wash & Screeners about use of signs
 - Karen will research sign regulations for Village and Township
 - The Board would like a sign that is metal, movable, customizable, and easily moved. It must meet requirements for both Village and Township use and must work in front of the library
 - The Board directed Karen to continue researching signs and to present findings at a future meeting

NEW BUSINESS:

Reports:

Library Progress Report

- 2018 Monetary Donors
 - Thank you to Friends of the Pinckney Library for the \$600 first semester stipend for the library
 - Diane Carnahan donated \$25 for Audio Books
 - G.M. Przeslawski donated \$100
 - Gretchen Cornwell \$50 in memory of Paulla MacSteaphan through Donorbox
 - Walter & Lois K. Scott donated \$50 in memory of Paulla MacSteaphan
 - Chris Brehm donated \$100 in memory of Paulla MacSteaphan
- Update on new Circulation Policy & Procedures
 - Patrons appreciate the “no more rental fees” for new DVDs & TV Series
 - So far, positive reactions from others about library going “fine free”
 - A few patrons have expressed pleasant surprise to find out that they have materials for 3 weeks now
 - New material is still standard 2 weeks loan period
 - When new material is missing (not returned) the library needs to replace it quickly especially if there is a waiting list for the material. Kate P. suggested automatically purchasing second copy for popular materials
 - Special Needs Patrons’ check-out policy is being addressed on an individual basis
 - It is a big change in procedure regarding trying to return our materials, but we’re keeping an eye on this part
 - Hope installed 2 donation boxes on either side of the two circulation desk computers, and it seems like patrons have been putting money in them, which is a good alternative to charging overdue fines
- Inventory Update—There was equipment issues when doing the Fiction collection—one of the largest, and most used, collection of the library. So, Hope and Marcia are re-doing that section.
 - Suggest that Fiction be done after hours.
 - Suggest that inventory be done when library is closed
 - Kate Richardson suggested an inventory procedure be created
- Update on move from MyPay to Paylocity Payroll Service
 - As of the upcoming January 18th payroll, we have now officially transitioned from Reuters My Pay Solutions to Paylocity
 - 2018 W-2 forms will be processed by MyPay Solutions; Dianne, our bookkeeper, has already responded to their exit survey questions
- Update on Granger Trash Pick Up
 - Providing new dumpster of same capacity
 - Pick-up day is now Monday
- Update of Partnership with AARP Tax Help Group—Tuesdays: February 19, March 5 & 19, and April 2:
 - Second year this service is being offered at the Pinckney Library
 - Appointments required – so patrons need to first sign up at the circulation desk
 - Service offered free of charge
 - Service is offered on Tuesdays this year instead of Thursdays
 - Available to all ages with a focus on helping senior citizens
- State Aid Statistics Due – State Aid Statistics must be submitted before February 1st, 2019
 - Hope shared the 2018 statistics from the library’s website from CPS and also 2018 People Count
 - First State Aid check disbursements are usually June/July
 - Last year, the checks were direct deposited to our General Fund account in PNC, will most likely be the same this year. Dianne, our bookkeeper, will keep an eye out for when we receive our checks
- New name tags for new board members—library just ordered new name tags for: Kare Diaz, Laura Burwell and Kate Robertson and will take 10-15 days before it gets to the library
- Upcoming Events & Programs at the Library- see First Quarter Calendar of Events
 - AARP Tax Help dates have changed from what was on the Calendar of Events

- Mead Event date has been moved from Wednesday, February 27th to Wednesday, March 6th at 6:30pm
- ✚ Friends Group Report- Reviewed and on file.
- ✚ Treasurer's Report- Reviewed and on file.
 - First two Millage payment checks for Operations and Bond have been received and will be deposited by Kate Robertson to PNC and Huntington Bank respectively
 - Beginning of Year Money Transfers from General Fund to Operations Account was proposed by Dianne, our bookkeeper
 - Kate Robertson made a motion to reinstate the auto transfer from General Fund to Operations Account in PNC Bank from February 2019 – November 2019 in the amount of \$4,500 and Patti N. seconds. All approved and motion passes.
 - Kate Pratt made a motion to transfer from General Fund to Operations Account in the amount of \$5,000 for the month of January and Kate Robertson seconds. All approved and motion passes.
- ✚ Bookkeeper Report- The 2018 Year End Bookkeeper Report and the January 2019 Bookkeeper Report were reviewed and on file.

Issues:

- Changes to Library Bank Signers – The Pinckney Library Bank Accounts with PNC Bank (Operations: 5295 & General Fund: 4315) and Huntington Bank (PayPal Checking: 5756 & MMA Public Funds: 5325) currently still has Hope Siasoco, Joan McCloskey and Patti Nicholson as signers. With the retirement of Joan McCloskey, bank signatories need to be updated to reflect: Hope Siasoco, Library Director, Patricia Nicholson, Secretary, and Katherine Robertson, Treasurer.
 - Kate Pratt made a motion to remove Joan McCloskey as a signer at Huntington Bank and PNC Bank, and Karen Diaz second. All approved and motion passes.
 - Kate Pratt made a motion to add Kate Robertson as a signer at Huntington Bank and PNC Bank, and Karen Diaz second. All approved and motion passes.
- Partnership Program with Little Caesars Arena, Fox Theater and Detroit Red Wings Through The Library Network (TLN) Cooperative
 - Discount pricing for events for library patrons are now available through the library's website
 - This partnership allows for discounted ticket pricing for those patrons who are affiliated with the Pinckney Library and purchase tickets through the website
 - This Partnership Program between TLN Cooperative and Little Ceasars/Fox Theater/Detroit Red Wings will pay for advertising of programs for each participating library
- iMac Asset Sale
 - Pinckney Library is selling 4 of the older iMacs from the public computer area
 - All library data has been wiped by our IT Contractor, CPS
 - All basic software, adobe, google chrome and open office are installed

NEW AND ONGOING BOARD ISSUES

The boxes of old library banking, office and program papers are being moved out of the board room and into the IT room. Hope will sort through boxes. When Hope is done Kate Pratt will take old papers to be shredded. All papers, except anything building and land related, need to be kept for 7 years only.

CALL TO THE PUBLIC: None

ADJOURNMENT

Karen Diaz made a motion to adjourn and Kate Robertson seconds. All approved and motion passes.

Respectfully submitted by Jennifer Brennan.