

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
APRIL 18, 2019
10 AM
MINUTES

CALL TO ORDER @ 10:02 AM

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

PUBLIC COMMENT: Marcia reported that Funding Factory is no longer participating in a cell phone recycling program. Suggestions were made to look for a different program through a different source. Best Buy was mentioned by Patti Nicholson as having a cell phone recycling program.

CONSENT AGENDA

✚ CORRECTION/ADDITIONS TO AGENDA:

- Karen Diaz requested she be able to lead a discussion about Board Meeting Length and Agenda Format under Issues.

✚ READING OF MINUTES FROM MARCH 21, 2019 BOARD MEETING

✚ PRESENTATION OF BILLS:

- April 2019 Bills for Review

Patti Nicholson made a motion to accept the Consent Agenda as amended and Kate Robertson seconds. All approve and the motion passed.

OLD BUSINESS:

- Building Signs Update
 - Proposal from Chalou Design in Dexter
 - Proposal from Phillips Sign in Harrison Township
 - Image 360 in Brighton
 - Kate Pratt made a motion to accept the bid from Phillips and Patti Nicholson seconds. All approved and the motion passed.
- 2019 Pinckney in May Update
 - Pinckney in May Promotions
 - Marketing Proposal by Kate Robertson
 - An ad campaign which reaches the most possible consumers needs to be developed rather than the current electronic media set-up which segregates the Pinckney in May event from the Library
 - Clarify privacy issues: Many targeted ad campaigns use email addresses. All possible privacy issues need to be addressed before the electronic ad campaign can begin
 - Create an Instagram account for library and include all library programs including Pinckney in May
 - Pinckney in May Street Banner Update
 - Village Council has approved for our Pinckney in May street banner to be put up
 - Village may invest in a pully system so hiring a company to put up signs will no longer be necessary however this will not be in-place before Pinckney in May
 - Banner will go up May 3 and come down May 20
 - Print and Other Marketing for Pinckney in May
 - 500 postcards ordered from Vista Print
 - 2 posters for sandwich board & 10 window posters ordered from Vista Print
 - Yard signs need to be put up starting on May 1- need volunteers to put up yard signs
 - Voter list use for outreach – If more addresses are needed to use up the 500 postcards then the library may use the Voter List to supplement the mailing
 - Marco's Pizza and Towne Square Pizza has approved to put our fliers on their pizza boxes. Full sheet flyers on pizza boxes: ½ page PiM & ½ page Raffle

- Musical Schedule Changes
 - Pinckney Schools' Jazz Rats had to drop out
 - Library is looking for new ideas for next year's band roster
 - Laura Burwell suggested: Light of the World orchestra or theater group
 - "Farmhands" from Nashville, TN might be another possibility for featured professional band. Laura Burwell will get contact information to Hope
 - Karen Diaz suggest a group to replace the Jazz Rats this year, but since they also do Classic Rock like Midnight Special, it looks like we may need to consider this for next year instead
- Mock Silent Auction
 - Hope will inform the Pinckney in May Committee and the Library Board when the Mock Auction will take place so board members can help by participating in testing the library's new BidStation software
- Special Liquor License Update:
 - Kate Pratt has submitted and paid for the application form for a Special Liquor License (\$100 for Alcohol Sales and Wine Auction)
 - Bond through our Brown & Brown Insurance has been paid (\$50)
- Raffle Update
 - Home Security Package Raffle – includes an Amazon Echo Show and a Ring Video Doorbell
 - Request for volunteers
 - Looking for people to start selling tickets now
 - \$5 per ticket or 5 tickets for \$20
 - Raffle tickets will be sold at the library starting May 3

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Donations of Note
 - Kate Pratt and Beth DuRoss donated \$1,000 in memory of Nathaniel Pratt for computer/tech equipment use
 - Margaret Bowland donation of \$50 towards 2019 Genealogy Seminar
 - Wallace Young donated \$137 towards filling in the W.E.B. Griffin Books
 - Susan Wander donated \$25 in memory of Paula Jean MacSteaphan
 - Pinckney in May donations and electronic ad purchases will be reported after the Pinckney in May event
 - New Evening Library Assistant
 - Janet Hassa was hired on April 15 to work evenings on Tuesdays, Wednesdays and Thursdays, with possible Saturday hours in the future
 - Tyra's 2019 Spring Institute Report –reviewed and on file
 - 2019 Genealogy Seminar Report – see attached
 - Upcoming Events & Programs at the Library
 - Second Quarterly Calendar of Events have now been sent out through Econoprint and includes information about Pinckney in May
 - Food Drive for Farley Hill Elementary School starting Monday, April 22 through Saturday, May 4th
- ✚ Friends Group Report- Reviewed and on file.
- ✚ Treasurer's Report- Reviewed and on file.
- ✚ Bookkeeper Report- tabled. There are problems with QuickBooks.

Issues:

- Project Play Southeast Michigan
 - Project Play Michigan is a pilot program to provide New Sports Equipment Lending to underserved children of southeast Michigan. There are two components to the project—managed by the Community Foundation for Southeast Michigan (CFSM) and the YMCA of southeast Michigan—1) stationary lending facilities and 2) mobile program similar to library bookmobiles. Pinckney is one of the sites the program is trying to encourage to participate as a stationary lending facility

- There was a meeting with stakeholders at Pinckney Community Schools on Friday, April 12th – Hope and Sara represented the Pinckney Library
- Hope will be filling out the Letter of Intent to inform the grant group that our library is interested in becoming a stationary lending facility in the Pinckney area
- Hope is putting together a community partners group for the Pinckney Area. Those interested currently in becoming a community partner: People’s Church, Village of Pinckney, Pinckney Community Schools and Putnam Township. Hope will attend the Friends of the Lakelands Trail meeting at the Township Hall on May 14 at 7pm
- Hope is asking the library board for a list to send to Antoine Jackson of CFMSM of sports equipment that our community might like loaned out
- A big challenge for the library will be storage
- This program increases the library’s opportunity to offer nontraditional items check-out
- No late fees will be attached to new sports equipment check-out
- The grant group is seeking input on what types of equipment the community wants
 - No bikes or fishing poles due to liability issues
 - Must be the equipment the kids actually use not permanent items like the field, nets or goals
 - Hope will try to find out if “kits” that include some of the nets and posts could be included as item check out
- 2018 Library Audit
 - Hard copy was handed out to all board members
 - Digital copy will be sent to bond auditor, as well as the Community Foundation for Southeast Michigan that administers the library’s Colone Foundation
- Agenda Format
 - Karen Diaz is interested in tightening up the board meeting format
 - Board members can review most agenda items on-line before the meeting and should actually do so in order to be informed of meeting topics
 - Some items do not need to be discussed but are informational so the board doesn’t really need to spend too much time talking about it
 - Karen recommends restructuring the meeting to have all “input items” front-loaded on the agenda
 - The Board feels that Action Items/Issues are necessary Agenda Items
 - Hope stated that Reports are necessary Agenda Items
 - Condense Library Progress Report- presentation of this report is required in order to inform the Public but may not need to be discussed at length during the meeting
 - Karen Diaz made a motion that the board restructure the library board meeting agenda so that Action Items/Issues is moved to the top of the agenda and Kate Robertson seconds. All approve and the motion passed.

NEW AND ONGOING BOARD ISSUES: None

CALL TO THE PUBLIC: Jennifer Brennan asked a question about when and how the Public can address the Board at the meeting. Rules prohibit the Public from participation in the actual discussion of a Board topic or issue, but the Public is welcome to comment on any topic at the beginning and end of each meeting.

ADJOURNMENT@ 12:34 PM

Kate Pratt made a motion to adjourn the meeting and Karen Diaz seconds. All approved and the motion passed.

Respectfully submitted by Jennifer Brennan.

2019 Pinckney Area Genealogy Seminar Rev v Expenses

Revenue

Advanced		
Registration	\$	881.00
On Site		
Registration	\$	90.00
On Site Lunch	\$	42.00
Total	\$	1,013.00

Donations

Friends	door prizes	
PJ Smith	door prizes	
Burwell Family	\$	800.00
MLCGS	\$	50.00
Lois Winegar	\$	5.00
Meg Bowland	\$	50.00
Total	\$	905.00

Total Revenue \$ 1,918.00

GRAND TOTAL \$ 1,043.84

Attendance	
Advance Registration	29
On Site Registration	3
Total Attendance	32

Expenses

Speaker	\$	500.00
Travel/Hotel	\$	284.20
Food		
Subway	\$	89.96

Office \$ - Total \$ 89.96

Total Expenses \$ 874.16

Ancestry DNA Kit Raffle

Tickets Sold

Advanced Sale	\$	59.00
Day Of Sale	\$	67.00

Total Income	\$	126.00
---------------------	-----------	---------------

2019 Genealogy

Seminar Income	\$	1,918.00
-----------------------	-----------	-----------------

2019 Seminar Expenses	\$	815.21
-----------------------	----	--------

2019 Rev v

Exp Overall

Totals	\$	1,102.79
---------------	-----------	-----------------

Ancestry DNA Kit	\$	58.95
------------------	----	-------

Total Expenses	\$	58.95
-----------------------	-----------	--------------