

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
FEBRUARY 21, 2019
10 AM
MINUTES**

CALL TO ORDER @ 10:03am

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

PUBLIC COMMENT: None

CORRECTIONS/ADDITIONS TO AGENDA: Kate Pratt requested the discussion for resolutions of both Liquor License and FOIA be moved to the first items in New Business. Patti Nicholson made a motion to accept the agenda as amended and Kate Pratt seconds. All approved and motion passes.

READING OF MINUTES FROM JANUARY 17, 2019 BOARD MEETING: Kate Robertson made a motion to accept the minutes as presented and Laure Burwell seconds. All approved and motion passes.

PRESENTATION OF BILLS:

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

OLD BUSINESS:

- Event Signs Update
 - During Pinckney in May meeting the committee was informed by Michelle Brunner, Village Zoning Administrator, that marquee signs are no longer allowed in the Village. Yard signs and café signs are the only types of signs allowed. The Village Council grandfathered current marquee signs in.
 - The Library will no longer pursue getting a marquee sign. The board thanked Karen Diaz for her research in the matter.

NEW BUSINESS:

- Special Liquor License Application Resolution
 - Laura Burwell made the motion to accept the Certified Resolution of the Board of Directors authorizing the application to the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission for issuance of a special liquor license for the May 18, 2019 Pinckney in May event. Seconded by Karen Diaz. All approved. Motion carried. (See attached signed resolution)
- Changes to FOIA Requests
 - New Freedom of Information Act (FOIA) Policy and sample response letters have been changed in 2018. The library's lawyer, Anne Seurnck of Foster Swift, re-wrote the new policy, which needs a new Board Resolution to be accepted. Once approved, the policy and amended letters must be posted on the library's website with a copy available at the library for the public.
 - New Freedom of Information Act Policies and Procedures
 - Laura Burwell made a motion to accept the amended policy drafted by the library's lawyer to comply with the new Freedom of Information Act Policies and Procedures as presented. Karen Diaz seconds. All agree and the motion passes. (See attached signed resolution)

Reports:

✚ **Library Progress Report**

- Donations of Note
 - Friends of the Pinckney Library donated total of \$972 for 3 different library programs (Youth Summer Reading, Livingston Reads & Jazz in the D)

- \$128+ in donations from the circulation desk donation boxes
- Update on Key Lock Pads
 - Mike and Meg Sparks had come to try and repair the door lock by the West Side doors. Unfortunately, the lock issue was more complicated than just a change of parts.
 - Mike is checking to see if the lock is still under producer warranty.
 - The library may need up needing to purchase a brand new lock for that door.
 - Kate Pratt made a motion to direct Hope to replace the lock if a replacement is necessary and Patti Nicholson seconds. All approve and the motion passes.
- Dumpster Gate
 - The hinges on the right side door were broken.
 - Bob Carnahan, the handyman who first fixed the dumpster doors, will do a temporary fix by re-welding the hinges.
 - They will also check to see if the doors need to be replaced with a lighter one.
 - Laura Burwell suggested Hope check with Pinckney High School to find a student to do work as Community Service Project.
- Livingston Reads 2019
 - Starts March 1st and ends April 30th
 - Title for this year: *A Walk in the Woods* by Bill Bryson
 - Grace Reynolds, former library page and co-founder of The Huron River Revivalist band, will be doing a program on Appalachian music in March
 - Howell Nature Center will also be doing a “woodland creatures” animal presentation in April
 - The six Livingston County libraries will once again show the movie “A Walk in the Woods” at the historic Howell Theater
- Farley Hill School Improvement Team Meeting
 - Sara Castle attended one of their planning meetings
 - Farley Elementary would like to work with the community to improve literacy
 - They will host an Author in the Park event for “March is reading Month”
- March is Reading Month
 - All six County Libraries will once again be participating a community-wide event called Family Fun Day
 - Sara and Jack Stewart will be working the joint tables from the six libraries on that Saturday
- Cardio Drumming at the Pinckney Library
 - Hope was happy to report the success of this program offering
 - There were some initial hiccups due to program room size, which limits the amount of attendees
 - Currently, the program is being offered “after hours” on Mondays, and this requires a staff member to be available those evenings. Hope will be moving the program to Wednesday evenings, when the library is open until 8pm
 - Given the popularity of the program, however, Ashley Judkins, the instructor asked if the library can host two days a week. Hope will try to look into how this can be done
- April 13th Putting the Puzzle Together genealogy seminar
 - Early Bird Registration is now available in the library and online
 - Website address: <https://pcplgenealogy.weebly.com>
 - This is the fifth year for this genealogical seminar
 - The featured speaker is an out-of-state presenter which will cost over \$800 including travel
 - The committee is looking for a way to keep funding sustainable for this annual seminar
 - The committee will look for grants for next year’s speaker
 - New this year, the committee has asked the Friends group if they can do a raffle of an Ancestry DNA kit and the Friends have approved the request. The raffle application for the seminar will be on the same application form as the raffle for this year’s Pinckney in May event

- Reminder about the May 4th Huron River Revivalist Fundraiser which starts at 6:30pm at the library– Kate Pratt will be “point person” for this fundraiser
- Hamburg & Pinckney Libraries are partnering for March 9th “American Ninja Warrior” event at Navigator 9:30am – 2pm
- Upcoming Events & Programs at the Library
 - Puzzle Palooza: Saturday, Feb. 23 – 500-piece puzzlers will be in the Board Room and 1,000-piece puzzlers will be in the big program room
 - Oreo Taste Test Challenge: Saturday, March 2
 - Pre-registration required
 - Adiska Dental will be providing milk and toothbrushes
- ✚ Friends Group Report- Reviewed and on file.
 - Presentation by Girl Scout Tori Conquest regarding stepping-stone walk by front of the West side of building. She was asking the Friends Group for monetary support
 - Tori presented idea to the Library Board for her Gold Award project 2 years ago and was approved
- ✚ Treasurer’s Report- Reviewed and on file.
- ✚ Bookkeeper Report- Reviewed and on file.

Issues:

- Update to Changes to Library Bank Signers
 - Completed on Feb 21, 2019 before the regular Board meeting
 - Current library account signers are: Kate Robertson, Treasurer; Patti Nicholson, Secretary; and Hope Siasoco, Director
 - Future changes to library signers must remember to have new library director sign Beneficiaries forms for PNC Bank
- REMINDER: Library Audit on Thursday, March 21st (Same day as March Board Meeting)
- iMac Asset Sale – Update
 - 2 iMacs have been sold
 - 2 more iMacs are available for purchase
- Pinckney in May Update
 - Notes from Tuesday, February 12th meeting are attached
 - Raffle Committee—Friends Group will be applying for 2 licenses (still only \$15): 1 for April 13th Seminar for an Ancestry DNA Kit and 1 for Pinckney in May item raffle and 50/50 raffle
 - Ancestry DNA kit ticket costs: \$2 per ticket or \$5 for 3 tickets
 - PIM ticket costs: \$5 per ticket or \$20 for 6 tickets
 - Idea for future 50/50 raffle ~Facebook live drawing to extend sale possibilities
 - Advertising Budget
 - Kate Robertson suggested increasing the Social media promotion budget and coverage
 - Line Item 880.9 Marketing and Promotion has \$1500 budgeted for library
 - Kate Robertson has volunteered to do the social media work
 - She has a background in graphics design and will create electronic art
 - Ad will be designed by end of March
 - She will present the library board with a budget for Social Media costs at the next meeting

NEW AND ONGOING BOARD ISSUES: None

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:34pm

Karen Diaz made a motion to adjourn and Patti Nicholson seconds. All approved and motion passes.

Respectfully submitted by Jennifer Brennan.



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
 (Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
 (Name of Organization)

for a Special License to serve alcohol on _____
 (Event Date or Dates)

to be located at _____
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
 (Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on _____
 (Date)

 Print Name & Title of Authorized Officer

 Signature of Authorized Officer

 Date

PINCKNEY COMMUNITY PUBLIC LIBRARY

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**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Pinckney Community Public Library (“Library”), Livingston County, Michigan, held at the Library on the 21st day of February 2019 at 10:00 a.m.

PRESENT: Kate Pratt, President; Laura Burwell, Vice-President; Kate Robertson, Treasurer;
Patti Nicholson, Secretary; and Karen Diaz, Trustee

ABSENT: None

The following Resolution was offered by Laura Burwell and seconded by Karen Diaz.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended (“FOIA”);

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a Detailed Itemization;

WHEREAS, pursuant to 2018 PA 523 (“Act 523”), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to approve amendments to the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Pinckney Community Public Library, Livingston County, resolves as follows:

1. The Library hereby adopts and approves the amended Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).

3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.

4. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.

5. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: 5

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Secretary of the Pinckney Community Public Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 21st day of February, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

Patti Nicholson
Library Board Secretary

PIM notes 2019

February 12 @ 1:30pm

Raffle

Echo Show with ring doorbell (Needs to sell \$300 worth of tickets to break even)

Raffle committee Ken Linda L. Linda V Gary Joan K (Friends Group holds the license and they've made the decision that it's \$5 per ticket or 5 tickets for \$20)

When to do raffle--Item raffle drawing will be at 8pm and 50/50 8:45. Discussion on whether they need to be present to win will have to be asked for the Raffle Committee or ask Rick Beaudin who will be working the 50/50 raffle. Also, if Gary Anemaet can't come for Pinckney in May, Judy Wismont said she will try being the back-up raffle seller for the item raffle.

Band update

Midnight special - 8pm will play two 45min sets

Jazz rats - 6-7pm

Huron River revivalists - 7-8pm

Set up

Food & Alcohol will be in Kids' Area this year

Bar will be in Sara's Office

Baskets

Call Heather Menosky about helping with building baskets. Jennifer will start sending out donation request letters. Jennifer can use help with a "procurement" committee. So if you know anyone who can help, please contact Jennifer for assignments.

Preregistration this year

With the new BidStation software, we realized that we'll need to populate the database ahead of time. So, new this year, we'll be doing pre-registration. Hope will create a Google Form for people to fill out. That form can be made available on the Pinckney in May Weebly website and on Facebook and promoted everywhere ahead of time.

Those who fill out the Google Form ahead of time will be assigned Bid Numbers on Saturday so all they need to pick up are those Bid Numbers. They don't need to line up to register on Saturday.

For next year, we're looking to see if patrons who come and pay via credit card will do the Express Pay option—meaning we can run their credit cards at the beginning of the evening so they don't need to worry about lining up to pay when they win in the evening.

This year, though, since this is too new, we just want to get a feel for how many people plan to pay by credit card. So that survey question will be included in the Pre-registration form.

M-36 Street Banner

Hope will fill out the request form to submit to the Village Council. Michelle Brunner, Village Zoning, will try to find out what we need to do to get the banner mounted and installed.

Mailings

Hope to print 200 each letter and donation form

Jennifer to get mailing list set

Judy Wismont, Karen Diaz & Kathy Schroeder to stuff envelopes

Donation request by Karen Diaz

Francis Diaz will donate free tennis lessons. Karen will ask Brian Wardlow for a Family Pass

Next meeting: We're going to check and see which date would work for most people in the committee again, Wednesday, March 6 or Wednesday, March 20.