

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
JUNE 20, 2019
10 AM
MINUTES

CALL TO ORDER at 10:03am

Present: Kate Pratt, President; Laura Burwell, Vice-President (arrived at 10:10am); Kate Robertson, Treasurer; Patti Nicholson, Secretary; Hope Siasoco, Director; Jack Stewart, Staff member; Tyra Schmitter, Staff member; Diane Gonzales, Library Bookkeeper.

Absent: Karen Diaz, Trustee

PUBLIC COMMENT None

CONSENT AGENDA

 **CORRECTION/ADDITIONS TO AGENDA.** Kate Pratt amended the agenda to include “Administration of Narcan in Libraries” Michigan Bill under ISSUES - AED defibrillator

 **READING OF MINUTES FROM MAY 16, 2019 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- June 2019 Bills for Review

Kate Pratt moved to accept the consent agenda as amended. Kate Robertson seconded. All approve and motion passes.

SPECIAL ISSUES

- Employee Vacation Benefits – Formula for Calculation
 - Current policy uses “average actual hours worked” from the past year, which penalizes staff members who take vacation or personal time off
- Health Insurance Benefit Changes to Renewal of Policy

Laura Burwell motions to set a special meeting to discuss HR issues on July 11th at 9 am. Kate Pratt seconded. All approved and motion passes.

- Request from Library Director to change date for July Board Meeting from July 18 to July 25 - Board accepts the change of date for July’s meeting to the 25th.

OLD BUSINESS:

- 2018 Library Bond Audit—Kate Pratt motions to approve bond audit. Laura Burwell seconded. All approved and motion passes.
- 2019 Pinckney in May Final Reports and Evaluations
 - 2014-2019 Revenue v Expense Comparisons – Hope went over the final numbers from this year’s fundraiser event, along with people count numbers and Google engagement—i.e. number of times the Pinckney Library was searched for or used through Google—from January to May of 2019
 - BidStation—This is the first year BidStation has been used. Hope is proposing that given the help it gave in streamlining this year’s Pinckney in May Silent Auction, that the library board approve its continued use for the 2020 Silent Auction fundraiser. Laura Burwell motions to approve use of BidStation for the 2020 fundraiser. Kate Robertson seconded. All approved and motion passes.
 - Pinckney in May Promotions and Marketing
 - Final Report from Kate Robertson on Social Media engagement. Part of the idea is to build the library’s social media following. 141 event responses. 7022 people engaged in the Facebook social media platform. Hope has asked Kate Robertson to continue this social media engagement for the Game of Thrones program as well as the Youth Summer Reading Program.

- Next year's Annual Fundraiser (name and entertainment change consideration) - TABLED

NEW BUSINESS:

Reports:


Library Progress Report


- Donations of Note
 - Friends of the Library donation of \$300 towards Adult Summer Reading Program Weekly or Grand Prizes
 - Friends of the Library donation of \$701 from 2019 Raffle events—Ancestry DNA Kit Raffle during April Genealogy Seminar and Home Security Package Raffle during Pinckney in May
 - Second stipend from the Friends for \$600
 - First disbursement check from Colone Foundation has arrived for \$366
 - \$129.35 for two months worth from the donation “piggy banks” on the circulation desk
- West Door Handle and Lock – Lansing Security & Locksmiths quote for new lock
 - Mike and Meg Sparks were able to track down a replacement lock for the West side door. Their quote for replacement was for \$1,225, which Hope accepted on June 3rd. A new, working lock has now been installed on the West side door.
- Pest Control Issue
 - Quote from Orkin – quote for \$272 for total initial payment for first treatment, followed by \$72.45 per month service visit
 - Quote from Terminix – quote for \$250 initial service charge, followed by \$70 per month for recurring service visits. Kate Pratt brought up that the Terminix Quote stated that Carpenter Ants—which was their diagnosis for the active pest infestation at the library—fell under “Premium Pests Subject to Additional Charges).

Patti motioned to approve Terminix for pest control issue with Hope to negotiate premium insect (carpenter ants) coverage. Kate Pratt seconds. All approve and motion passes.
- Update on Project Play Sports Equipment Lending Program
 - 12 wooden chairs have been given away to the International Academy in Bloomfield Hills Michigan to clear out the IT Storage Room, which is where the sports equipment will be stored
 - Application for the Project Play Community Foundation Grant – Grant request was originally for \$15,269.10, but the CFSE considered approving our request for a 2 year time period, which changed our official grant request to \$30,538.20. The request covers expenses the library would incur as we manage and run the program, not just for the amount of the sports equipment organizer furniture—i.e. cost of Verso Catalog, staff time to process and loan out equipment, local promotional costs including local ad buys on the Community Ed Catalog, social media cost; flier printing, etc. for up to two years of the pilot program.
 - Project Play Launch event/s in the Pinckney Area – our area coordinator, Colleen Robar, will be on hand to guide us through a local launch event for the Pinckney Area. They would like to see this event during the “peak time” between June 29th to August 24th

- Livingston County Recycling Events—Library has IT equipment that needs to be recycled. Consider picking up some IT equipment if board members are attending this event
- Upcoming Events & Programs at the Library—Hope highlighted a few things for the months of June and July, including:
 - Third Quarterly Calendar of Events
 - Youth Summer Reading Program
 - Adult Summer Reading
 - Monday and Wednesday Cardio-Drumming

 Friends Group Report—Reviewed and on file.

 Treasurer's Report—Reviewed and on file.

 Bookkeeper Report—Reviewed and on file.

Issues:

- AED Defibrillator Training—The library received a donation from Dennis at the Pinckney Fire Department of an AED Defibrillator in May. Bob Vedder was able to help us install it and its safety case in the library's hallway. Hope needs to schedule an all staff training time with Officer Nan Gelman. For proper training, Officer Gelman said she'll need three to four hours of practical training for best use of the equipment, which will also include CPR training. Schedule looks like a Wednesday late in afternoon will be best time. Laura Burwell motions to close the library to allow for first aid training for staff. Patti seconds. All approve and motion passes. Hope will schedule a time and day with Officer Gelman.
- Narcan training—Kate would like library staff to look into overdose prevention training that was just approved by the State of Michigan. Kate Robertson seconds. All approve and motion passes.
- Rbdigital eMagazine—TLN Cooperative has added 99 libraries to this service, which allows them to get a lower quote for a yearly subscription. For our library to take part, the quote—based on service population and circulation use—will be for \$1,769.73 for the annual price. It will be pro-rated based on the month we sign up. (This is similar to Hamburg Township Library's pricing, and based on their RBDigital use, they've seen 176 "check outs" on average for the last 5 years.) Board consensus is to add this service. Hope will contact Jim Flurry from TLN to sign up.

NEW AND ONGOING BOARD ISSUES None

CALL TO THE PUBLIC None

Patti motions to adjourn. Kate Robertson seconds. Meeting adjourns at 11:36am.

Respectfully submitted by
Patti Nicholson