

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

CALL TO ORDER @ 10:05am

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 Tyra Schmitter, Note Taker; Diane Gonzales, Bookkeeper

PUBLIC COMMENT: Hope introduced our Bookkeeper, Diane Gonzales. She is here at the library because the audit is taking place today. Thank you to Diane from the board for all her hard work during the time when the board was without a treasurer. Diane has been our bookkeeper a long time, since before the library moved to the Mower Road location.

CORRECTIONS/ADDITIONS TO AGENDA: Kate Pratt wants to add a discussion under New Bu about adopting a consent agenda. Laura Burwell asked that PIM Promotions discussion be moved to Old Business. Kate Robertson made a motion to accept the agenda as amended and Patti Nicholson seconds. All approved and motion passes.

READING OF MINUTES FROM FEBRUARY 21, 2019 BOARD MEETING: Laure Burwell made a motion to accept the minutes as presented and Karen Diaz seconds. All approved and motion passes.

PRESENTATION OF BILLS:

- March 2019 Bills for Review: Patti Nicholson made a motion to accept the Operation Bills for March 2019 as presented and Karen Diaz seconds. All approved and motion passes.

OLD BUSINESS:

- Event Signs Update
 - Proposal from Chalou Design in Dexter
 - Proposal from Phillips Sign in Harrison Township
 - Sign over door can be illuminated with existing light fixtures
 - New lights will be needed if sign is placed on the wall
 - The board directed Hope to get new proposals from all companies to include the correct wording of Pinckney Community Library in a single line, arched over doorway.
- Pinckney in May Update
 - Notes from Wednesday, March 20th meeting
 - Pinckney in May Promotions
 - Marketing Proposal by Kate Robertson
 - She suggests \$250 for Social Media promotion
 - She has volunteered to handle all Social Media Promotion
 - She will be the main Adman for Pinckney IN May Social Media
 - She will post drafts of advertisements to Dropbox for Board Member perusal
 - Kate Pratt made a motion to approve the budget for \$250 for Social Media promotion and Patti Nicholson seconds. All approved and motion passes.
 - Help with posting Silent Auction items on Facebook and Event Website on Weebly
 - Kate Robertson has volunteered to handle this
 - Installing and Taking Down Pinckney in May Street Banner
 - Board paid \$250 to Ostlund to hang PIM banner last year
 - Kate Pratt made a motion to hire Ostlund to hang the Pinckney In May Banner for 2019 and Karen Diaz seconds. All approved and motion passes.
 - Next PIM meeting
 - April 23, 2019 at 2:30pm

NEW BUSINESS:

Reports:

- + Library Progress Report
 - Donations of Note
 - Burwell Family (in Memory of William Burwell) - \$800 for the April 13th Genealogy Seminar
 - Friends of the Library – \$500 Major Sponsorship for Pinckney in May
 - Livingston Genealogical Society - \$50 for the April 13th Genealogy Seminar
 - A. Michael & Remedios Young - \$750 Major Sponsorship for Pinckney in May
 - Community Thank Yous
 - Deb Reynolds for library's \$100 donation towards Positively Pinckney
 - Yvonne Taylor, Principal at Farley Elementary, and Farley Elementary Staff Members for Sara Castle's time in participating in their Reading Initiative planning meeting
 - Paul & Ivan Dzombak for the library's Mead & Desserts Presentation
 - Flint Scottish Pipe Band for allowing them the use of the Big Program Room before the St. Patrick's Day Parade on Saturday, March 16th
 - New Village Clerk
 - Jill Chapman is the new village Clerk. She left her job at PCPL as Library Assistant.
 - Family Fun Day 2019
 - 837 people attended
 - Cardio Drumming at the Pinckney Library Update
 - 20+ people attended
 - \$5 or \$7 if participant needs equipment
 - Twice a week starting in June
 - Monday nights will be outside and Wednesday nights will be in program room
 - New Partnership Program with Michigan Opera Theatre through TLN Cooperative
 - Membership with Association of Rural & Small Libraries
 - This is a national association
 - Hosts good conferences and provides good information
 - Kate Pratt, Hope & Sara Castle are registered members
 - Cost of \$250
 - Upcoming Events & Programs at the Library- See library calendar
- + Friends Group Report- Reviewed and on file.
- + Treasurer's Report- Reviewed and on file.
 - Community Foundation of SE Michigan
 - Disbursement of \$732 was designated towards staff development
 - The board mentioned using \$366 in June to be used for ARSL Annual September Conference and for the Library Staff Appreciation Day during the April National Library Week
 - Hope is going to approach Friends group with a proposition that they add money to the foundation to help it grow
- + Bookkeeper Report- Reviewed and on file.
 - This year the library had some legal fees related to FOIA so we are over budget on this line item and it will need to be adjusted.
 - Hope is thinking ahead about how to promote the library in preparation for millage renewal or increase request for 2020 when the operational millage is due.

Issues:

- Request from Pinckney Downtown Development Authority (DDA) for donation/sponsorship
 - The board has decided not to contribute at this time.
- REMINDER: Library Audit on Thursday, March 21st (Same day as March Board Meeting)

NEW AND ONGOING BOARD ISSUES

- Kate Pratt made motion to create a Consent Agenda for future Board Meetings to include the following: **CORRECTIONS/ADDITIONS TO AGENDA, READING OF MINUTES, and PRESENTATION OF BILLS** which will require only one vote to pass all three agenda points and Kate Robertson seconds. All approved and motion passes.

Karen was interested in Kate's suggestion to streamline the meeting and asked about setting time limits for each meeting point. The board does not strictly adhere to Robert's Rules for running meetings. Past boards did not want the meetings to become regimented.

Kate explains that Library Board meeting are Public and that all board discussions must take place in a public setting so consequently all communication between board members needs to be accessible to the public. This tends to add to the length of and type of discussions at meetings. n for next month on Board meeting format

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:54am

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