

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
JULY 25, 2019
10 AM
DRAFT MINUTES

CALL TO ORDER @ 10:01am

Present: Kate Robertson, Treasurer; Patti Nicholson, Secretary; Karen Diaz, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; and Jennifer Brennan, Note Taker.

Late: Kate Pratt, President

Absent: Laura Burwell, Vice-President

PUBLIC COMMENT: None

CONSENT AGENDA

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM JUNE 20, 2019 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- July 2019 Bills for Review
- Patti Nicholson made a motion to accept the Consent Agenda as presented and Kate Robertson seconds. All approve and the motion passed.

SPECIAL ISSUES


- Rescheduling Special Meeting regarding HR issues
 - Health Insurance Benefit Changes to Renewal of Policy
 - Employee Vacation Benefits – Formula for Calculation
 - New Narcan Law
- New Date for the Special Meeting is Thursday, August 8, 2019 at 9am
Rough Drafts of the Minutes of Library Board Meetings will be posted in the Board Drop Box soon after the current meeting closes until revisions can be made before the following meeting.

OLD BUSINESS:

- 2020 Pinckney in May
 - Next year's Annual Fundraiser (name and entertainment change consideration)
 - Kate Pratt suggested we keep "Pinckney In May" but add "Annual Library Fundraiser" & remove "Bids, Bites, Beats & Books" tag line. This would be able to allow the library to keep its current banner and lawn signs.
 - Kate Robertson agreed to do the update of the fundraiser's logo and promotional materials.
 - Kate Pratt made a motion to change the name to "Pinckney In May-Annual Library Fundraiser" and Patti Nicholson seconds. All approve and the motion passed.
 - Date of the 2020 fundraiser
 - Third Saturday in May: May 16, 2020


NEW BUSINESS:

Reports:

-  Library Progress Report
 - Donations of Note
 - Friends Group Second Stipend (\$600)—This money will be put toward carpet cleaning in the high traffic areas.
 - Mary Karl donation in memory of Paula Jean MacSteaphan (\$50 towards pre-school/early elementary books)
 - Power Outage on Tuesday, July 2 – Library experienced a power outage on Tuesday, July 2nd. The outage damaged the electrical bank on some of our public computers, along with one of the library's Cisco switches in the I.T. Server Room. Bob Vedder came in on Monday, July 15th to fix the damaged ballast in the emergency light in the men's restroom and the GFCI (plug unit) that powered the damaged electrical unit under the four middle public computers. Scott from CPS has replaced the damaged Cisco switch (\$560), which apparently is the reason why we've been having issues with Envisionware and LPT1 "talking" with the iMacs and have been causing the library printing issues for the past year.
 - Bob Vedder has been a constant help to the library. He usually does not charge us for his labor, just for material cost. Hope asked the board if she could give him a Thank You Card with a nice gift card. The board agreed.

- Upgrade from Verso V5 to V6 on Friday, July 26 – The Library’s Verso catalog will be experiencing an upgrade the evening of July 26th. This means that over the weekend of Saturday, July 27 – midnight, Sunday, July 28th, the Verso catalog will be unavailable for use. The server address for the catalog will change to <https://pinc.agverso.com> starting Monday, July 29th. This upgrade and address change will also affect Hoopla, BrainHQ and Total Boox. Hope has made certain these vendors are aware of the change and will fix their end accordingly starting July 27th.
- Building Signage Installation planned for Thursday, August 1 – Phillips Sign and Lighting will be coming to install the “Pinckney Community Library” sign on the archway of the main doorway on the morning of Thursday, August 1st. We don’t anticipate needing to divert traffic to the West door but will do so should the need arise.
- Update on Tori Conquest’s Gold Star Award Project at the Pinckney Library – the Library Board were all in agreement that they truly like the new pathway that Tori has created for the library and hope that she will be awarded with the Gold Award for her project efforts. The library officials, including the Friends Group, are pleased with the results. Well done Tori.
- Update on AED Training for staff members – Training has been scheduled with Officer Nan Gelman for Wednesday, August 21. The library will be closing at 2pm on that day. We hope that it won’t be necessary to cancel Cardio Drumming that evening, but have made plans to accommodate the program should the training session run longer than anticipated.
- Update on Terminix – Hope confirmed with Terminix that the quote for \$250 initial amount included the carpenter ants. (Apparently, the quote we were given was not up-to-date. Carpenter ants are no longer considered “premium” payment.) Terminix came twice. Once on Tuesday, July 2nd to spray outside the building and a second time on Wednesday, July 3rd to lay ant traps. Josh also discovered where the ants were entering into the Board Room. We will wait until after the second treatment of the board room before caulking the area in question.
- Update on Project Play Sports Equipment Lending Program
 - Grant Receipt and Requirements- See Attached
 - First year grant payout of \$15,269 has now been received but is waiting to be deposited after new line items can be added to the budget ledger
 - Hope explained that Project Play Michigan is the umbrella national project name, while SportPort is the local project name to refer to sports equipment lending and the grant name
 - The SportPort launch event in the Pinckney Area will be on Saturday, August 10th from 10am-Noon
 - Y on the Fly mobile van will be setting up at the library’s yard area. They will provide the activities and snacks for those in attendance
 - Sara, our Youth Librarian, will catalog a portion of our sports equipment, even though the IT Storage Room is not yet ready with the storage organizers, so that patrons can check-out equipment after the event
 - Local full-page ad will run for 2 years in the Pinckney Community Education Catalogue for six issues
 - Project Play: SportPort is providing ad/sign to all stationary lending locations
 - In order to sustain the program past the two years of the pilot, partnerships with businesses and other local entities is encouraged. To that end, Hope mentioned that the Putnam Township, having installed a new volleyball/badminton net in the Town Square Park, has donated a brand new badminton/volleyball kit to be included for lending along with the SportPort equipment
- Upcoming Events & Programs at the Library
 - Youth Summer Reading Program—Hope reported that this year’s Youth Summer Reading Program was a great success. Although we don’t have final numbers yet, attendance has exceeded previous years, most especially Baffling Bill the Magician’s “Blast Off with Books Magic Show”, which attracted 163 attendees. The number of children signed up to participate in the program seemed to be more this year as well. The theme this year of “A Universe of Stories” seemed to be a hit. Kudos to Sara for a wonderful Youth Summer Reading program
 - Adult Summer Reading—Hope mentioned that the Adult Summer Reading program has begun and will continue until the Tuesday after Labor Day.

 Friends Group Report- Reviewed and on file.

 Treasurer’s Report- Reviewed and on file.

- Penal Fines- discussion next month
- ✚ Bookkeeper Report- Reviewed and on file.

Issues:

- Library Credit Card
 - Chase had removed the reward program for “government” entities
 - Hope will look at other options
- Library Hotspots and T-Mobile request for consideration
 - Kate Robertson made a motion to decline the request from T-Mobile or to add another carrier at this time and Karen Diaz seconds. All approve. Motion passes.
- REPORT – TLN Steering Committee – Hope shared the results of the TLN Member Library Directors’ Survey with the board members. She mentioned that following the survey there was comment on the lack of communications between TLN Director/Staff, the TLN Board of Directors and the TLN Steering Committee, and a lack of effective communication between the TLN Director/Staff and the full membership. As part of facilitating transparency between TLN and the Membership, TLN Director Jim Pletz will be sharing the TLN Budget with the Steering Committee for comments/input.
- REMINDER – Help with Tech Recycling on August 17th
 - Patti and Kate Robertson ask if they can pick-up the library’s old tech equipment on Aug 16th. (Kate Pratt said she might be able to help as well.) Hope said yes to picking up the equipment a day early.

NEW AND ONGOING BOARD ISSUES

Lids are missing from sprinkler system connection boxes. Damage is happening after hours. Hope is working on this situation.

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:37 PM

Patti Nicholson made a motion to adjourn the meeting and Kate Robertson seconds. All approved and the motion passed.

Respectfully submitted by Jennifer Brennan.