

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
AUGUST 15, 2019
10 AM
DRAFT

CALL TO ORDER@10:09am

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

PUBLIC COMMENT: None

CONSENT AGENDA

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM JULY 25, 2019 BOARD MEETING AND AUGUST 8, 2019 SPECIAL MEETING**

- Note from Kate Pratt to clarify her thoughts on the Special Meeting. She stated that if the percent raise is smaller than the rate of inflation then the board is taking money away from the employee instead of giving a raise. The board needs to keep this in mind when giving raises.

 **PRESENTATION OF BILLS:**

- August 2019 Bills for Review
- Karen Diaz made a motion to accept the Consent Agenda as presented and Kate Pratt seconds. All approve and the motion passed.


SPECIAL ISSUES

- Request for Direct Deposit Payment for Dianne Gonzalez, Library Bookkeeper
 - A discussion followed.
 - Kate Pratt made a motion to direct Hope Siasoco to set up direct deposit payments to Dianne Gonzalez through BillPay with PNC and Laura seconds. All approve and the motion passed.
- Diane presented the board with 2 invoices- see attached
 - #287 10/01/2019 - additional bookkeeping services during 2019 to create a ledger that's more in line with State Accounting per auditors' guidance
 - #289 01/01/2020 – an increase to her monthly bookkeeping amount for 2020
- Laura Burwell made a motion to pay invoice #287 in three monthly instalments to cover the additional bookkeeping services and Patti Nicholson seconds. All approve and the motion passed.
- Dianne Gonzalez, library bookkeeper, has asked for a raise (re: invoice #289)
 - A discussion by the board followed.
 - Patti Nicholson made a motion to approve a raise to Diane Gonzalez, library bookkeeper, to \$645 per month starting on January 1, 2020 and Kate Pratt seconds. All approve and the motion passed.

OLD BUSINESS: None


NEW BUSINESS:

Reports:

-  Library Progress Report
 - Donations of Note
 - Friends Group is paying for the library's October 16 Author Talk for the book *Michigan's Haunted Lighthouses* by Dianna Higgs Stampfler (\$250)
 - Sandra J. Lobbestael's annual donation, which she has applied for a half-matching grant from the Pfizer Alumni Foundation (\$5,000)
 - Terri Wilkenson donated new garden tools for library grounds care use
 - Update on Project Play Sports Equipment Lending Program
 - Project Play Launch event/s in the Pinckney Area was on August 10th from 10am-Noon
 - Y on the Fly mobile van came a little late, but the children who attended all had fun once they came
 - There was great turn out, thanks to Cub Scout Pack 395 and library patrons

- Community partners were also present for the event, including officials from the Village of Pinckney, Putnam Township, Putnam Fire Department and Pinckney Police; Rick Todd, PCS Superintendent; and officials from LOTWA who were able to talk with Y on the Fly to set up a schedule for their regular visits to the Pinckney Area
- Putnam Township donated a badminton kit available to check out with the Sport Port equipment
- Procedures for Circulating Sport Port sports equipment
 - See attached
- Storage Room Challenges
 - Antoine Jackson of Community Foundation for Southeast Michigan is checking with JP Morgan/Sport Port partnership to see if they can volunteer to create organizational shelving for the IT storage room
 - Hope tried contacting Home Depot but no reply yet
 - Hope will try to contact a local handyman who was recommended by Beth Lowe, director of Fowlerville District Library
- Scheduling for Fall of “Y on the Fly” mobile van
 - Once a month on Sat
 - Once a week on Thurs after school
- Update on transition to Verso V6
 - It was a bad rollout
 - Library asked about rolling backward. Returning to old system is not possible, according to Autographics Verso
 - The library is still experiencing a lot of technical difficulties
 - Hope is in contact with Verso technicians to try to see how this issue might be resolved
- Sprinkler System Lids
 - One has been replaced by Evergreen.
 - New lid is more secure than others currently used. Looking towards replacing the rest of the lids.
- Upcoming Events & Programs at the Library
 - Youth Summer Reading Program—final report to be given in September
 - Adult Summer Reading—Hope mentioned that final drawing will happen after Labor Day, with Grand Prize drawings soon after (Although it might be delayed because of the ARSL conference that's scheduled the first week of September.)

 Friends Group Report- Reviewed and on file.

 Treasurer's Report- Reviewed and on file.

 Bookkeeper Report- Reviewed and on file.

- Format has changed to make the report compliant for the annual audits
- Sport Port funding is under line 680.0 Restricted Income and 890.0 Restrict Spending for expenses

Issues:

- Penal Fines and Library Income Comparison Sheet
 - Penal Fines have dropped by 25% in 2019 and has been incrementally dropping for a few years now
 - The 2014 library operational millage will be expiring on December 2020
 - The board needs to decide whether to renew or recapture Headlee for next year's election before expiration of the 2014 operational millage
 - According to law, the library is limited to 2 mills total for all millages passed
- REMINDER – Library will be open for a half day from 10am-2pm on Wednesday, August 21, 2019.
 - AED/CPR Training for staff starting at 3pm
 - Officer Nan Gelman will do the training and all staff members who attend will receive Red Cross CPR Training Certificate afterwards
 - An extra CPR mask has been ordered
 - Request to pay for staff meals/refreshments
 - Kate Pratt made a motion to allow Hope to use funds to cover the cost of meals and refreshments during AED/CPR training and Karen Diaz seconds. All approve and motion passed.

NEW AND ONGOING BOARD ISSUES

- Kate Pratt made a motion to move the September 19, 2019 Board Meeting to September 26, 2019 and Patti Nicholson seconds. All approve and the motion passed.

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:24 PM

Patti Nicholson made a motion to adjourn the meeting and Laura Burwell seconds. All approved and the motion passed.

Respectfully submitted by Jennifer Brennan.