PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
OCTOBER 17, 2019
10 AM
MINUTES

CALL TO ORDER @ 10:07am
Present: Kate Pratt, President; Kate Robertson, Treasurer; Karen Diaz, Trustee; Hope Siasoco, Director; Debbie Stewart, Staff Member; and Laura Burwell, Vice-President and Acting Secretary.
Absent: Patti Nicholson, Secretary and Jennifer Brennan, Note Taker.

PUBLIC COMMENT None

CONSENT AGENDA

CORRECTION/ADDITIONS TO AGENDA

READING OF MINUTES FROM SEPTEMBER 26, 2019 BOARD MEETING

PRESENTATION OF BILLS:

- October 2019 Bills for Review
  - Kate Pratt made a motion to accept the Consent Agenda as presented and Kate Robertson seconds. All approve and the motion passes.

SPECIAL ISSUES

- 2019 Association for Rural & Small Libraries Conference Reports
  - Kate’s Report—TABLED
  - Hope’s Report—TABLED

OLD BUSINESS:

- 2020 Millage Election Planning (Ongoing Issue)- Hope will be emailing the language used in the 2014 election for consideration for language to be used in the upcoming 2020 election. Hopefully our lawyer will present in spring to explain how the process works and provide guidance. The lawyers will provide the language to be used on the ballot. We can also consult with the Library of Michigan’s Library Legal Specialist, Clare Membiela.
- 2020 Pinckney in May Planning Committee Meeting
  - 2020 Raffle- The Friend of PCPL will sponsor the raffle again for 2020. For the 2020 Pinckney in May, the raffle item will be for an Apple Watch. A 50/50 raffle will also be offered. Rick Beaudin, the Pinckney Pirate, has offered to help with the event’s 50/50 raffle again if he is available. Depending on the success of the Apple Watch, we will need to determine if it is worthwhile to offer a major item as part of the raffle in 2021. This year’s offer of a "security package" for the item raffle was not as successful as hoped. The Pinckney in May Committee is still discussing the price of the tickets for the Apple Watch.
  - Entertainment/Bands- Hope contacted Rob Roy at PCH for Act 2 regarding purchasing an ad in their musical program next year to promote Pinckney in May. Rob pledged to donate 2 tickets for the Silent Auction. Hope also asked if Act 2 might be interested—as part of the entertainment that evening—in getting the Act 2 Drama students to perform skits at the event. There was mild interest from Rob, but the board wasn’t certain if this was going to work for the entertainment part of the fundraiser. There is still ongoing discussion regarding the target audience for the event. In the past, those adults who attended to see their child perform did not stay to participate in the auction. If we have auction items geared toward families, there may be more participation from those attending to see a performance. Kate P. made the recommendation that we include in our advertising that the event is for those over 21. Ad sales were successful in the past but very labor intensive. Kate R. made the suggestion that ad sales can be done electronically. Kate R. will work with Hope on a marketing plan so as to entice more donations/sponsorships through ad buys for the fundraiser.
  - Promotions and Graphics-Kate R. plans to bring examples of promotions to be used to the next meeting. Hope has been advertising in the schools with a “Save the Date” ad for the fundraiser.

NEW BUSINESS:

Reports:

Library Progress Report
  - Donations of Note
    - Friends Donation of $600 towards 1000 Books Before Kindergarten for 2020
    - Pennies for Pumpkins-staff members will decorate pumpkins and public will vote using money. Pumpkins will be displayed in the library and patrons can put their money in the
bucket to vote. The winning pumpkin will donate the proceeds to their favorite charity. The event will run for 2 weeks from October 21 to 31.

• **SportPort Update**
  - Contacted Closet/Home Organizing Services in Southeast Michigan—The library plans to meet and get quotes from Closet/Home Organizing Services regarding the reorganizing of the IT storage room to accommodate SportPort equipment. So far, three companies are interested and will meet with Hope and Sara at the library. Hope will present quotes at the next meeting.
  - Community Partners Meeting on Monday, October 21st at 6:30pm – Project Play: SportPort Grant Committee, through the Community Foundation for Southeast Michigan, will be adding more stationary lending units to the program, including Hartland’s Cromaine Library. They will now allow stationary lending stations to purchase items for their location that better suits the community needs. This is in addition to what they already provide. The money to purchase equipment will come from the grant. There is a community partners’ meeting to determine what items would be best for the Pinckney community. Hope should receive a list of winter sports equipment that will be coming soon. We do not need to return our existing equipment.

• **Meeting with LOTWA Staff on possible partnership with Library on November 13th**—Hope & Kathy Moorehouse will develop an agenda of what the partnership will look like. She will also let Board Members know if a representative should come to this meeting.

• **REMINDER: Spooktacular on Saturday, October 26, 2019**—Hope is asking for candy donations as staffing is no longer an issue.

• **REMINDER: Directors & Trustees Dinner at Hartland’s Cromaine Library on Thursday, October 24, 2019**—3 board members plan to attend: Kate Pratt, Patti Nicholson, and Karen Diaz.

• **Upcoming Events & Programs at the Library**
  - October Events of Note- We had 30 people at Puzzle Palooza last October 12th. Great participation again. The next Puzzle Palooza will be Feb. 29.
  - The Michigan’s Haunted Lighthouses event on October 16th was very successful. It appealed to those who were interested in haunted spaces, genealogy, all things Michigan, Michigan history, and lighthouses in general. 31 people attended this program.

**Friends Group Report**—reviewed and on file
  - Highlight—Friends of the Library will be hosting a Bookmark Contest open to children in grades K-2, 3-5, 6-8 & 9-12. Winners from each category will receive $25 cash, printed copy of their bookmark, full color poster of their bookmark, certificate of participation, and a Friends of the Library book bag filled with their choice of books from the book sale room. The library’s obligation is to make entry applications available at the circulation desk, receive entries by November 9th, and display copies of the winning bookmark posters in the Program Room. Also, next week is National Friends of the Library Week (October 20-26). Donna Aschenbrenner, President of the Friends of PCPL, will have a table in the library to explain what the group does and how to get involved.

**Treasurer’s Report**—reviewed and on file
  - Bookkeeper Report—reviewed and on file
  - Changes to Uniform Chart of Accounts starting Sept. 1, 2021—Canton Public Library’s Accountant wanted to start a “support group” with other district/stand-alone libraries in the TLN Cooperative area to help prepare for this upcoming change. Our bookkeeper, Dianne, will be participating in this group.
  - Budget Readjustment and 2020 Budget Proposal will come next month.

**Issues:**
  - Repair Café - This is an effort by the library to become more involved in the community and offer additional services to our patrons and be seen as an integral part of the community. Hope is having discussions with Linda Lavey, Village President, to develop community partners. This will help with grant opportunities. Hope plans to contact Orion Township Public Library for more information and do research on how to offer such a program to our community. They already have a successful Repair Café and would be an excellent resource. Hope reported that the Friends Group were receptive to the idea as well. They talked about making DIY books available for purchase when we offer this program.
  - MI Read by Grade Three Law—Hope distributed some information regarding the 2016 Michigan Read by Grade Three Law that will take effect in 2020. It is only recently that Department of
Education realized that Public Libraries can help with this initiative, especially since Literacy—especially Early Literacy—is a big part of the Library’s mission.

- **MeL Staff Training**—Hope has been given information by Theresa Runyon, MeL Training Coordinator, regarding MeL eResources training. Training will be three hours in length, is hands-on, and will focus on “training the trainers”. Hope will meet with staff and find a date next year to schedule the training and close the library early for this professional development opportunity.

**NEW AND ONGOING BOARD ISSUES**
Hope provided info regarding medical, dental and vision benefits for next board meeting

**CALL TO THE PUBLIC** - None

**ADJOURNMENT @11:23am**
Laura Burwell made a motion to adjourn the meeting and Karen Diaz seconds. All approved and the motion passed.

Respectfully submitted,
Laura Burwell