

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**DECEMBER 19, 2019**  
**9 AM**  
**ANNUAL MEETING MINUTES**

**CALL TO ORDER @ 9:07am**

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 Jennifer Brennan, Note Taker.

**PUBLIC COMMENT:** None

**CONSENT AGENDA**



**CORRECTION/ADDITIONS TO AGENDA**



**READING OF MINUTES FROM NOVEMBER 21, 2019 BOARD MEETING**



**PRESENTATION OF BILLS:**

- December 2019 Bills for Review
- Karen Diaz made a motion to accept the Consent Agenda as presented and Laura Burwell seconds. All approve and the motion passed.

**SPECIAL ISSUES:**

- 2020 Operational Millage Planning
  - Hope has the formula for calculating hourly operation cost for the library. She will do a comparison for the board for the purpose of Operational Millage Planning in early 2020.
  - Kate would like to see a comparison for Income and Expenses for past years as well.
- Library Board Annual Officer Elections
  - 2019 Slate of Officers
    - Kate Pratt - President
    - Patti Nicholson - Secretary
    - Kate Robertson - Treasurer
    - Laura Burwell – Vice-President
    - Karen Diaz – Trustee
  - Kate Pratt made a motion to accept the slate of officers from this year as listed for 2020 and Kate Robertson seconds. All approve and the motion passes.
- Board Meetings Schedule for 2020
  - Current Board Meetings are held on the third Thursday of the month at 10am.
    - Kate Robertson made a motion to keep the board meetings on the third Thursday of the month but change the start time to 9:30am and Laura Burwell seconds. All approve and the motion passes.
- 2020 Board Calendar
  - Request to close the library on Friday, July 3<sup>rd</sup> and Saturday, July 4<sup>th</sup>
  - Request the library to open from 10am-2pm on Saturday, November 28<sup>th</sup>
  - Request to close the library on Saturday, December 26 and Saturday, January 2, 2021
    - Laura Burwell made a motion to open the library on Friday, July 3<sup>rd</sup> from 10-2 and close the library on Saturday, July 4<sup>th</sup>, open the library from 10am- 2pm on Saturday, November 28<sup>th</sup>, close the library on Saturday, December 26 and Saturday, January 2, 2021 and Kate Robertson seconds. All approve and the motion passes.

**OLD BUSINESS:**

- 2019 Budget Readjustment & Adoption of 2020 Budget Proposal
  - Laura Burwell made a motion to accept the 2019 Budget Readjustment and Patti Nicholson seconds. All approve and the motion passes.
  - Laura Burwell made a motion to accept the 2020 Annual Budget with changes and Karen Diaz seconds. All approve and the motion passes.
- S&P Global Library Bond Ratings Final Report
  - Library's bond rating remains an A-
- 2020 Pinckney in May Planning Committee Meeting
  - Promotions and Graphics for 2020 Pinckney in May
  - Pinckney in May Website

- Updates and changes will start in 2020—including Facebook, website and donation request letter
- Hope will buy the domain name in 2020

## NEW BUSINESS:

### Reports:

#### Library Progress Report

- Donations of Note
  - Kristi Kidd's annual \$100 donation to the library's operating fund
  - Emma C. Hoard donation of \$75 from #GivingTuesday in memory of Dorothy B. Dinkel
  - PJ Smith donation of \$50 from #GivingTuesday
  - John & Nancy Lucas donation of \$20 from Holiday Giving
  - Diane Carnahan donation of \$50 from Holiday Giving
  - Mary & Dominique Patalidis donation of \$75 from Holiday Giving in honor of Elicia, Erika & Westley
  - Joan Schram donation of \$25 from Holiday Giving
  - Casio keyboard from Jeanette Foster
    - Ideas for use of the keyboard followed.
- Hope to present at 2020 Small & Rural Libraries Conference on Monday, April 13, 2020
  - Working Title "We are no longer a little old lady library": How Fitness and Healthy Living Programs Lead the Way to Healthy Communities
  - Topic: Hope will present on the different ways the Pinckney Library has incorporated fitness & well-being to draw community members into the library—focus will be on: programs, collection through SportPort and development of community partnerships
- Second disbursement check from Colone Foundation (\$366)
- SportPort New Sports Equipment Added to the Collection:
  - 10 Yoga mats & 3 breathing balls
  - 1 Corn hole set
  - 2 Portable table tennis sets
  - 2 Snowshoes for Kids
- Thursday, December 12<sup>th</sup> incident
  - Library's AED is "out of commission" waiting on new pads (Fire Chief Curt Ruf was kind enough to loan us a spare AED)
  - Common Ground will hold a "crisis management debriefing" session with the library staff and knitters on Thursday, December 19<sup>th</sup> at 2pm
  - Karen Diaz praised Hope and the staff on how well they handled the situation.
- Library Recycling—the library has contracted with Grangers (which handles library's current trash removal) to do recycling every other week for an extra \$20 per month
- Upcoming Quarterly Calendar of Events for January – March 2020 was presented to the library board and will be mailed out to the usual Routes
- Love Your Library Art Sale on Saturday, February 15<sup>th</sup> from 10am-2pm
  - Background music provided by Laura Burwell's students
  - Refreshments will be served
  - Hope is requesting for Board Members to be present

#### Friends Group Report

- December 12<sup>th</sup> meeting was canceled

#### Treasurer's Report– Reviewed and on file

- Huntington Bank Transfer to PNC Bank or keep in Bond Account?
  - Kate Pratt made a motion to leave moneys currently in the Huntington Bank accounts until needed and Laura Burwell seconds. All approve and the motion passes.
- End of Year/Beginning of Year Money Transfers from General Fund to Operations Account
  - Kate Robertson made a motion to reinstate the automatic transfers of \$45,000 per month from General Fund to Operations Account starting January 2020 and Laura Burwell seconds. All approve and the motion passes.

#### Bookkeeper Report– Reviewed and on file

**Issues:**

- Board Term Expiration for 2020: Laura Burwell's term expires on February 1, 2020
  - Laura Burwell will send a letter to the Village Clerk and carbon copy to the Village Council with her intention to renew her appointment to library board.
- Consumer Energy Direct Install Program for new thermostats at the library
  - Patti Nicholson made a motion to allow Consumers Energy to replace the old thermostats with smart thermostats as long as there is no cost to the library and Karen Diaz seconds. All approve and the motion passes
- Director Request for Medical Time Off in January or February 2020
  - The board approved for Hope to go on medical leave in the new year. Hope will report on when the procedure will be scheduled. She is estimated to be away from the library between 2-3 weeks.
- Library Staff Holiday Party in January at Zukey Lake Tavern (Date TBD)
  - Kate Robertson made a motion to increase the Staff Holiday Party allowance to \$30 per person, sans alcohol, using donated funds and Kate Pratt seconds. All approve and the motion passes.

**NEW AND ONGOING BOARD ISSUES**

A quick discussion took place about board member's using Skype to participate in Board Meetings if they are unavailable to attend a meeting.

**CALL TO THE PUBLIC:** None

ADJOURNMENT @ 10:44am

Patti Nicholson made a motion to adjourn the meeting and Laure Burwell seconds. All agree and the motion passes.

Respectfully submitted by Jennifer Brennan.