

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
JANUARY 16, 2020
9:30 AM
MEETING MINUTES DRAFT

CALL TO ORDER @ 9:33am

Present: Kate Pratt, President; Laura Burwell, Vice-President; Kate Robertson, Treasure Patti Nicholson, Secretary; Hope Siasoco, Director; Tyra Schmitter, Staff Member; and Jennifer Brennan, Note Taker.

Absent: Karen Diaz, Trustee

PUBLIC COMMENT: None

CONSENT AGENDA

✚ CORRECTION/ADDITIONS TO AGENDA

✚ READING OF MINUTES FROM DECEMBER 19, 2019 BOARD MEETING

✚ PRESENTATION OF BILLS:

- December 2019 - January 2020 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda as presented and Patti Nicholson seconds. All approve and the motion passed.

SPECIAL ISSUES:

- 2020 Operational Millage Planning
 - Anne Seurnyck, Library's Lawyer from Foster, Swift, Collins & Smith, PC, will be attending the February 20th Board meeting to meet with new library board members, go over millage election laws and to answer any other legal questions the board might wish to pose
 - Bulk Mail Routes distribution for April-June 2020 and July-September 2020 Calendar of Events
 - Hope asked the Board if they'd like to see the library expand the mail routes for the upcoming 2020 quarterly calendar of events. Board discussed and thought better of doing that for the calendar of events, but maybe for promotional mailings targeted to voters instead
 - Hope will check with EconoPrint for the cost of printing millage info mailings
 - Length of Millage
 - Current Operational Millage is 6 years, and set to expire at on December 2020
 - Shortest in past was 4 years
 - Something to probably ask the lawyer
- REPORT: January 14, 2020 Livingston County Literacy Council Meeting at LESA
 - Partnership of LESA & Clearly University
 - The challenge is reaching the people who need the tutoring
 - LESA promotion has changed to focus more on the those needing tutoring on an "as needed basis" rather than prolonged tutoring sessions—especially since libraries in Livingston County already provide study spaces for tutors and their students

OLD BUSINESS:

- 2019 Audit with Campbell Auditing
 - Hope is trying to schedule the audit for March. Still need to hear back from Campbell Auditing
- Library Director's 2020 Medical Leave
 - Hope's request for medical leave was moved from February to June. Sara, our Youth Librarian, will be acting director during this time
- 2020 Pinckney in May Planning Committee Meeting
 - Will the Library hire a professional/semi-professional band for 2020 Pinckney in May?
 - PiM committee can decide
 - 2020 Pinckney in May Donation Request Letter
 - End of January Kate Robertson will update PiM website & Social Media sites
 - Hope will purchase the pinckneyinmay.org domain name
 - New Donation Request Letter should be finished 1st week of February
 - Need to mail donation request letters in early February
 - Possible partnership with LOTWA students for managing social media sites
- Should we change the 2 banners?
 - Jennifer Brennan will check with Image360 on the cost and feasibility of making a patch with the new logo for both banners.
- Other Pinckney in May Items

- Hope will pursue placing PiM ads in local theater programs
- New Sponsorship levels, benefits and costs in 2020
- During the February Board Meeting the board needs to pass a Resolution to obtain the special license for the liquor sales & raffle

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Donations of Note
 - Friends Group's first installment of stipend money (\$600)
 - Friends Group sponsorship of 2020 Livingston Reads: One Book, One Community Program (\$200)
 - Robert & Patricia Roseler Holiday Donation (\$25)
 - Carol Ann Dean donation for book purchase (\$20)
 - Judy Mulholland annual donation to library for Children's Area (\$200)
 - Richard Schramm Holiday Donation towards Children's Program (\$100)
 - Geraldine Przeslawski Holiday Donation (\$200)
 - Jean Struss Holiday Donation (\$100)
 - Adiska Family Dental Holiday Donation (\$70)
 - Dick & Joan McCloskey Holiday Donation (\$200) towards Programming
 - Lillian M. Krezel Holiday Donation (\$50)
 - Update on Lois Kovell's Probate
 - James Shay is now the acting attorney for Lois Kovell's assets and requested that the library approve the petition of the Probate Court to appoint Lois' choice of a Personal Representative. Hope signed the papers of approval on January 8, 2020
 - Lois Kovell has named the Pinckney Community Public Library as a beneficiary of 25% of her assets
 - Update on Consumer's Energy Thermostats
 - The new thermostats are completely Free
 - Assessment is done and install work should be coming soon
 - Reported the upgrade to Haley's
 - Update on SportPort:
 - Antoine Jackson is currently on leave. Our new lead contact with Project Play: Sport Port from Community Foundation for Southeast Michigan is Sarah Wedepohl
 - Sarah Wedepohl is planning on attending the quarterly meeting
 - Sarah is also coordinating an all stationary lending facility telephone conference so that Phase 1 & 2 facilities can get together to discuss best practices and for any further questions regarding the grant—especially the Evaluation Portion requirement for the end of June
 - Incident and Thank You Letter from Deegan Smithson (Monday, January 6)
 - Deegan ran away from home and came to the library
 - He explained that someone told him that the library is a safe place
 - He was successfully reunited with his family
 - Deegan gave the Monday staff members a very nice, hand-written thank you letter for all their help
 - Upcoming January-February Events:
 - Mommy & Me Fit every Thursdays at 10am January – March 2020
 - Pete the Cat Pizza Party on Monday, January 20 from 4-5pm
 - Chair Yoga every second Friday of the month starting February 14 from 11:30am-12:15pm
- ✚ Friends Group Report– Reviewed and on file
- ✚ Treasurer's Report– Reviewed and on file
 - Report: First and second batch of millage checks have been received
- ✚ Bookkeeper Report– Reviewed and on file
 - Jan 2020 report is the new format
 - December 2019 report is the old format

Issues:

- State Aid Report for FY 2019 due by February 1st
 - People Count Report (See attached)

- Article regarding Livingston Library Circulation with Top 10 Circulation Items and Top 5 Fiction & Nonfiction Titles (by Kayla Daugherty of Livingston Daily)
- Skyping in during Board Meetings
 - A discussion followed about absent board members being allowed to participate in Board Meetings via Skype
 - It is believed to be allowed but absent members are unable to vote
 - Hope said that Board members should ask this question of the Library's Lawyer when she comes to meet with the Board

NEW AND ONGOING BOARD ISSUES

Love Your Library Art Sale

Saturday, Feb 15 10 am- 2 pm

Setup Fri, Feb 14

Donated art sale, Laura Burwell's students will play background music, Hope will have snacks and a door prize

Unsold art will be available for sale though the following week

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:14am

Patti Nicholson made a motion to adjourn the meeting and Kate Robertson seconds. All agree and the motion passes.

Respectfully submitted by Jennifer Brennan.

People Counter 2017 - 2019

Locations Help

Select position: Entrance Select sensor: - Select month: January Select year: 2019 Refresh

	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019
1	-	273	305	258	319	396	222	415	339	0	249	307	0	320	178	0	251	397	-	-	-	-	301	201	0
2	-	275	297	0	322	313	0	370	130	273	320	185	344	338	258	313	302	358	-	-	-	-	312	0	375
3	-	260	307	362	310	313	357	356	0	296	319	0	229	233	250	309	311	0	-	-	-	-	270	282	249
4	-	218	239	478	225	7	0	378	0	339	185	310	250	0	0	255	344	247	-	-	-	-	0	282	282
5	-	0	0	336	316	352	412	222	469	299	0	299	250	274	339	347	300	272	-	-	-	-	246	207	190
6	-	353	329	299	286	394	529	0	337	277	311	247	164	345	332	253	0	333	-	-	-	-	288	266	0
7	-	342	451	354	0	339	384	409	311	292	341	270	0	287	253	235	279	-	-	-	-	281	194	267	
8	-	345	366	343	387	289	174	526	267	0	326	261	246	329	274	0	396	-	-	-	-	255	160	312	
9	-	337	570	0	416	297	0	390	192	313	330	118	296	0	266	293	342	-	-	-	-	248	0	274	
10	-	298	332	324	348	185	405	459	0	394	308	0	274	111	289	420	494	-	-	-	-	141	302	284	
11	-	257	258	446	347	0	448	312	338	279	184	245	288	0	4	347	340	-	-	-	-	0	317	318	
12	-	0	0	323	272	293	461	164	422	364	0	242	84	384	307	396	188	-	-	-	-	301	223	225	
13	-	453	239	316	170	463	486	0	266	282	263	63	215	372	282	381	0	-	-	-	-	242	284	37	
14	-	363	365	213	0	364	351	456	373	182	320	193	0	285	323	199	366	-	-	-	-	214	228	320	
15	8	281	318	0	574	298	173	607	262	0	307	250	322	263	396	0	247	-	-	-	-	269	205	398	
16	191	355	375	0	415	244	0	436	278	351	339	134	277	280	307	334	342	-	-	-	-	183	0	249	
17	327	373	259	335	272	142	392	539	0	336	350	0	327	236	353	308	318	-	-	-	-	245	234	316	
18	242	263	360	378	344	0	603	337	320	283	257	255	293	0	0	282	266	-	-	-	-	0	275	248	
19	396	0	0	321	277	297	409	234	313	495	0	298	306	275	322	358	1192	-	-	-	-	277	247	72	
20	277	340	350	329	810	394	482	0	301	393	379	231	257	318	345	361	23	-	-	-	-	245	378	0	
21	334	340	510	316	14	407	374	361	329	299	311	414	0	308	443	354	304	-	-	-	-	259	248	241	
22	0	360	355	311	338	416	246	382	248	0	240	231	302	388	412	0	277	-	-	-	-	13	0	144	225
23	382	246	371	0	477	426	0	306	173	264	0	265	303	362	291	303	-	-	-	-	-	364	142	0	230
24	426	290	294	297	358	134	457	348	0	281	176	0	293	187	180	394	275	-	-	-	-	346	129	0	390
25	341	209	107	371	400	0	400	387	330	304	104	0	385	0	25	426	305	-	-	-	-	251	0	0	297
26	337	0	0	379	295	431	476	171	318	288	0	171	334	251	358	286	155	-	-	-	-	363	229	223	246
27	318	308	409	276	163	637	448	0	303	260	326	237	253	331	295	316	0	-	-	-	-	448	251	241	15
28	213	407	393	287	0	490	320	320	363	191	359	230	0	363	466	221	0	-	-	-	-	0	262	303	0
29	0	-	272	174	0	456	216	362	342	0	352	225	238	-	376	0	670	-	-	-	-	315	234	142	277
30	385	-	332	0	447	387	0	388	183	320	309	0	310	-	190	306	378	-	-	-	-	252	365	0	141
31	314	-	302	-	421	-	406	374	-	232	-	0	355	-	0	-	304	-	-	-	-	246	-	0	149
Total	4490	7546	9065	7826	9323	9144	9631	10010	7507	7887	7225	5416	7157	6779	8183	7985	9252	1607	0	0	0	2598	6189	5566	6825

Note 1: Staff didn't realize that the people counter's batteries needed to be replaced. Additionally, they still thought that the people counter equipment needed special lithium batteries. The current people counter uses regular AA batteries.

People Counter 2017 - 2019

2019 Totals

Welcome to Windows | EasyReports | EasyReports | 127.0.0.1/EasyReports/#

Locations: Entrance | Select sensor: - | Select month: January | Select year: 2020 | Refresh

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	
1	0	320	176	0	251	397	-	-	-	-	301	201	0	290	252	347	328	394	453	309	0	257	276	0	0	
2	344	336	258	313	302	358	-	-	-	-	312	0	376	244	213	300	266	0	356	334	0	305	204	255	359	
3	229	233	250	309	311	0	-	-	-	-	270	282	249	3	0	416	285	382	469	239	380	300	0	319	271	
4	250	0	0	255	344	247	-	-	-	-	0	262	282	350	395	420	327	239	0	0	358	322	282	276	198	
5	250	274	339	347	300	272	-	-	-	-	246	207	190	330	277	380	0	304	313	440	322	224	341	398	0	
6	164	345	332	253	0	333	-	-	-	-	288	266	0	146	370	202	342	305	156	388	283	0	275	238	278	
7	0	287	253	235	279	-	-	-	-	-	281	194	267	370	359	10	304	365	0	528	181	307	330	149	282	
8	246	329	274	0	396	-	-	-	-	-	255	160	312	326	289	345	236	148	466	301	0	570	352	0	195	
9	296	0	266	293	342	-	-	-	-	-	248	0	274	235	228	373	345	0	547	294	416	266	196	217	312	
10	274	111	289	420	494	-	-	-	-	-	141	302	284	274	0	308	280	462	423	283	377	280	0	328	-	
11	288	0	4	347	340	-	-	-	-	-	0	317	318	447	390	303	170	399	320	0	250	305	96	208	-	
12	84	384	307	396	168	-	-	-	-	-	301	223	225	252	362	299	0	360	262	387	305	238	254	266	-	
13	215	372	282	381	0	-	-	-	-	-	242	284	37	240	350	383	341	347	192	327	259	0	285	217	-	
14	0	285	323	199	366	-	-	-	-	-	214	228	320	305	308	0	349	338	0	311	181	394	268	182	-	
15	322	263	396	0	247	-	-	-	-	-	269	205	396	318	276	441	288	231	388	322	0	372	259	0	-	
16	277	280	307	334	342	-	-	-	-	-	183	0	249	208	419	288	339	0	393	303	364	315	236	221	-	
17	327	236	353	308	318	-	-	-	-	-	245	234	316	0	7	310	327	622	486	249	374	327	0	254	-	
18	293	0	0	282	266	-	-	-	-	-	0	275	248	333	387	343	908	420	315	0	278	270	334	315	-	
19	306	275	322	358	1192	-	-	-	-	-	277	247	72	328	332	189	12	410	335	384	376	358	306	293	-	
20	257	318	345	361	23	-	-	-	-	-	245	378	0	260	305	0	361	485	202	379	275	0	264	260	-	
21	0	308	443	354	304	-	-	-	-	-	259	248	241	360	352	8	379	246	0	290	250	373	285	194	-	
22	302	388	412	0	277	-	-	-	-	-	13	0	144	226	362	333	405	298	219	432	392	0	390	353	0	
23	265	303	362	291	303	-	-	-	-	-	364	142	0	230	265	354	319	301	0	693	342	404	302	166	281	
24	293	187	180	394	275	-	-	-	-	-	346	129	0	390	0	0	324	249	379	404	190	326	324	0	0	
25	385	0	25	426	305	-	-	-	-	-	251	0	0	297	332	466	344	136	554	382	0	310	281	314	0	
26	334	251	358	286	155	-	-	-	-	-	363	226	223	246	280	477	313	0	404	290	312	326	194	383	259	
27	253	331	295	316	0	-	-	-	-	-	448	251	241	15	279	405	274	7	324	192	312	242	0	307	216	
28	0	363	466	221	0	-	-	-	-	-	0	262	303	0	329	354	0	410	247	0	272	182	348	0	154	
29	238	-	376	0	670	-	-	-	-	-	315	234	142	277	-	288	331	289	196	443	286	0	264	183	0	
30	310	-	190	306	378	-	-	-	-	-	252	365	0	141	-	207	371	263	0	379	336	447	285	111	296	
31	355	-	0	-	304	-	-	-	-	-	246	-	0	149	-	0	-	297	-	413	268	-	265	-	0	
Total	7157	6779	8183	7985	9252	1607	0	0	0	0	2598	6189	5666	6625	7466	8755	8306	8436	8780	9704	8778	7446	8438	6660	5796	1895

Graph Graph

Type here to search | 1:24 PM 1/15/2020

People Counter 2017 - 2019

Yearly Outlook

Location info												
Name							Address					City
Code	PCPL						Zip					Country
Phone							Fax					Mail
Comments	Added by the MEM Reader											

Positions	Day report	Week report	Month report
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Select position: Entrance	Select sensor: -	Select month: January	Select year: 2020
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	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	-	-	-	-	-	-	-	-	-	-	-	4490	7157	6625	1895
February	-	-	-	-	-	-	-	-	-	-	-	7546	6779	7466	-
March	-	-	-	-	-	-	-	-	-	-	-	9065	8183	8755	-
April	-	-	-	-	-	-	-	-	-	-	7296	7826	7985	8306	-
May	-	-	-	-	-	-	-	-	-	-	8009	9323	9252	8436	-
June	-	-	-	-	-	-	-	-	-	-	9693	9144	1807	8780	-
July	-	-	-	-	-	-	-	-	-	-	9869	9631	-	9704	-
August	-	-	-	-	-	-	-	-	-	-	10107	10010	-	8778	-
September	-	-	-	-	-	-	-	-	-	-	8686	7507	-	7446	-
October	-	-	-	-	-	-	-	-	-	-	8638	7887	2598	8436	-
November	-	-	-	-	-	-	-	-	-	-	7923	7225	6189	6860	-
December	-	-	-	-	-	-	-	-	-	-	3373	5416	5568	5796	-
Total	0	0	0	0	0	0	0	0	0	0	73594	95070	55316	95188	1895

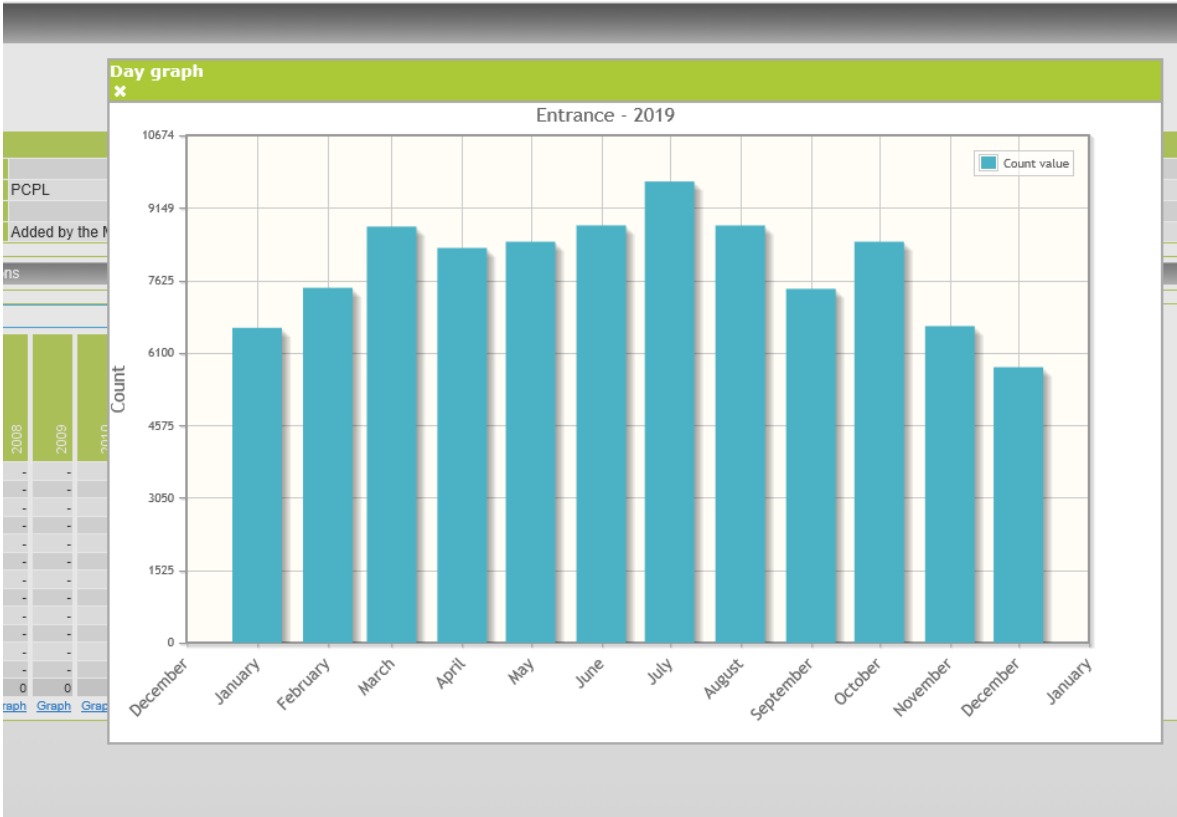
Two Comparison Years: 2017 and 2019

2017 Total: 95,070

2019 Total: 95,188

- Note: People Counter does not include counts of entrances from West Side of Building

People Counter 2017 - 2019



2019 Count Graph by Month

Monthly counts from main entrance:

January 2019: 6,625
February 2019: 7,446
March 2019: 8,755
April 2019: 8,306

May 2019: 8,436
June 2019: 8,780
July 2019: 9,704
August 2019: 8,778

September 2019: 7,446
October 2019: 8,436
November 2019: 6,660
December 2019: 5,796