

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**NOVEMBER 21, 2019**  
**10 AM**  
**Minutes**

**CALL TO ORDER 10:03**

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

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM OCTOBER 17, 2019 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- November 2019 Bills for Review
  - Kate Pratt made a motion to accept the Consent Agenda as presented and Laura Burwell seconds. All approve and the motion passed

**SPECIAL ISSUES**

- 2020 & 2021 Minimum Wage Law Changes & how it will affect II.C. Wage and Salary Scale in Employee Handbook—Board tasked Hope to update the Employee Handbook to reflect the minimum wage changes for next year only
- 2020 Employee Wages & Director's Salary
  - 5% increase proposal across the board for all employees, including Library Director—exceptions for Janet Hassa (new hire as of 4/17/2019) and Jacob Wheeler (will turn 18 years old on 12/28/2019)
  - A discussion followed with several key ideas expressed.
  - Kate Pratt mentioned that she'd like to see an increase that's more that "cost of living" rate in order for employees to actually see a raise.
  - Well trained staff is worth keeping. They are a valuable investment.
  - HRA benefit for the Library Employees has never been increased since its first passage. Once the operational millage is decided and passed, the board will look at the possibility of increasing those benefit levels as well.
  - Tying the library director's health benefits to her salary increase was discussed and agreed upon.
    - Kate Pratt made a motion to keep the medical benefits for the library director at the current level with the increase of cost of \$871.22 in 2020 and Laura Burwell seconds. All approve and the motion passes.
    - Laura Burwell made a motion to give a 5% wage increase across the board for all hourly employees who are due a raise and 4.2% raise in the library director's salary in 2020 and Karen Diaz seconds. All approve and the motion passes.
    - Laura Burwell made a motion to increase the minimum wage in accordance with the Minimum Wage Law Changes and Patti Nicholson seconds. All approve and the motion passes.

**OLD BUSINESS:**

- Report from October 24 Trustees & Directors Networking Meeting at Cromaine Library
  - Overall, those who attended found it informative and were pleased with the speaker
  - The featured topic focused on Early Literacy, increasing nontraditional access for community members, increasing interaction between community members and community leaders, and increasing overall literacy of community members

- November 18 call with S&P Global regarding Library Bond Ratings
  - Hope and Kate were interviewed by agents from S&P Global, which handles ratings for the library's bonds
  - Risk rating is done every 3-5 years
  - PCPL will receive the final review and justification for new ratings in the coming weeks
- 2019 Association for Rural & Small Libraries Conference Reports
  - It was suggested that Sara Castle attend next year
    - Kate's Report- see attached
    - Hope's Report- see attached
- 2020 Pinckney in May Planning Committee Meeting
  - 2020 Raffle—update on Friends Group decision for Ticket Sales
    - Friends will sponsor the raffle for Pinckney In May in 2020
    - Tickets will cost \$5
    - Prize is an Apple Series 5 watch
  - Request to sell donated unsold silent auction artwork
    - A discussion followed with several ideas developed
    - Art Gala or Pick Your Price Art Night Sale
    - Student work on display and for sale to draw in parents
    - Patti Nicholson will talk to Mrs. Couch, the school art teacher about a cooperative event
    - Time frame for sale - Late winter
    - Advertise at Livingston Post & Facebook
  - Promotions and Graphics for 2020 Pinckney in May
    - New streamlined graphic: open book
    - New spring colors: greens and blues
    - New tag line: Annual Library Fundraiser

## **NEW BUSINESS:**

### **Reports:**

- ✚ Library Progress Report
  - Donations of Note
    - Friends Donation of \$1,127 towards half of the cost for 2020 Newsbank Suite of Databases subscription
      - Thinking ahead to the upcoming operational millage—highlight library's digital media collection
      - Use the Winter Quarterly Calendar of Events to promote digital media - "This is what the library provides"
  - SportPort Update
    - Received Quotes from: Closet-Pro, Closets by Design, and A2 Home Organizers. Library accepted the quote from Closet-Pro for \$1,562 (price includes materials and labor) Work on IT Storage Room to start on Tuesday, November 26, and expected to finish by Monday, December 9
    - Update on SportPort Budget Reallocation—Community Foundation has ended its partnership with Good Sport, so they are now allowing each stationary lending unit the freedom to add sports equipment geared more towards local needs. Hope had to submit a new budget reallocation request to Antoine Jackson of CFSE, which included an increase to budget for sports equipment purchases. Antoine also shared sport equipment related grants from other companies and corporations in case stationary lending units didn't have enough budgeted in their original CFSE grant request
  - Building Update
    - Staff Security Lock Mechanism—Staff Area door lock malfunctioned the day after the heavy winter storm in October and Mike Sparks from Lansing Security & Locksmith came immediately to fix it

- Mike discovered that the battery on the lock was dying and he brought a replacement & showed some staff members how to go about replacing it for future reference
  - Steam Cleaning of Library Building Carpets in the Spring of 2020
    - Last Deep Clean for carpets in the library building was done in 2016 by Stanley Steemers
    - Library will contact them again to give us a quote for Spring 2020, along with re-waxing the boardroom floors
  - UPDATE: Meeting with LOTWA Staff on November 13<sup>th</sup>
    - Hope & Sara met with teachers from Light of the World Academy (LOTWA) on November 13 to discuss different ways for partner with each other
    - Focused on what the library can do for LOTWA and what LOTWA can do for the library
  - Pinckney E-Sports Tech Recycling- see attached flier
- ✚ Friends Group Report – Reviewed and on file
  - Highlight—70 students/children participated in 4 different class categories. Congratulations to the 4 winners. They each received gift cards, a Friends Book Bag—good for filling up during one of the monthly book sales for free—a poster copy of their bookmark and 10 professional prints of their bookmarks. The library will be displaying copies of the 4 winning bookmarks
- ✚ Treasurer’s Report– Reviewed and on file
- ✚ Bookkeeper Report– Reviewed and on file
  - Changes to Uniform Chart of Accounts starting Sept. 1, 2021—Dianne Gonzales, the library’s bookkeeper, will be participating in any group meetings from other Southeast MI libraries’ accountants and bookkeepers. One of the TLN Cooperative Library directors shared the Library of Michigan’s Chart of Accounts, which Dianne said was very helpful

**Issues:**

- Budget Resolution for Project Play: SportPort New Sports Equipment Lending Program
  - The library will be receiving the second payout for the CFSE’s SportPort grant \$15,269 on July 1, 2020. There is still money left from the first \$15,269 that the library received in July of this year. The deadline for the grant to be used is on June 30, 2021.
  - Money can be used for any expenses used in maintaining the program such as advertising/promotion, equipment, staff and space rental.
  - Patti Nicholson made a motion to create new account line items in the library’s chart of accounts, under “Restricted Grant Spending”, to keep track of these grant funds and Laura Burwell seconds. All approve and the motion passes.
  - New Account Line Items are as follows:
    - 890.0 Restricted Spending
      - 890.2 Restricted Spending - Automation
      - 890.4 Restricted Spending - Capital Expenses
      - 890.2 Restricted Spending - Promotion
      - 890.9 Restricted Spending - Other
- Help with Lois Kovell’s “Celebration of Life” on Friday, November 22 from 12 noon to 2pm
  - Lois, a former member of the library’s knitting group, passed away in late October and has designated the library as a beneficiary in her will
  - The library and the Putnam Twp. Senior Center are hosting a joint memorial celebration
- Update on MeL Staff Training
  - Theresa Runyan from the Michigan eLibraries (MeL) Training is scheduled to train the library employees on the MeL databases on March 13, 2020 at 2:30 pm
  - Karen Diaz made a motion to close the library at 2pm on March 13, 2020 for MeL Staff training and Kate Pratt seconds. All approve and the motion passes.
- 2019 Budget Readjustment/2020 Proposed Budget

- Budget readjustment and proposal for next year's budget will happen during the Annual December Board Meeting on Thursday, December 19<sup>th</sup>
- Kate Pratt made a motion to start the December 19, 2019 annual meeting at 9am and Karen Diaz seconds. All approve and the motion passes.

#### **NEW AND ONGOING BOARD ISSUES**

- Given that the Putnam Township will be discontinuing recycling services by the end of November, the library will consider other options
- The library will contact Granger (library's current trash removal service), Green for Life (GFL), and The Garbage Man. There is a Livingston Recycling website that list providers for those interested in checking, should they wish to contract for recycling and live outside the Village limits.
- Results will be discussed in a future meeting.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** 11:46 am

Karen Diaz made a motion to adjourn the meeting and Kate Robertson seconds. All agree and the motion passes.

Respectfully submitted by Jennifer Brennan.

## **ARSL Conference – Burlington, Vermont, Sept 5-7, 2019**

### **Report to Board by Kate Pratt**

**This was an annual, nationwide conference for Rural and Small Libraries and Librarians. Unlike the semi-annual Small and Rural Libraries conference held in Michigan, this conference is intended mostly for Librarians, Directors and Staff, not so much for friends and trustees. However, it was none-the-less an excellent conference with spectacular Keynote Speakers.**

**Because the break-out sessions were not aimed as specifically at my role, I only attended a few of them, instead spending most of my time talking (what a surprise!) to vendors and other attendees. I am going to list some of the main take aways and will discuss any questions you may have about them.**

- 1. Every Library – this is the vendor I sweet-talked out of the book “Before the Poll”. They are sending us emails frequently about various subjects. They also held a session on Activating Americans for Library Funding one of the main take-aways being that the number of Americans who will reliably vote “Yes” for a library millage has declined by 16% between 2008 and 2018.**
- 2. Fun-Raising – This session was aimed at Friends and gave several intriguing ideas for fund raising such as Mini-golf in the library. The one that piqued my interest the most was Crowd Funding. I don’t know how this actually works however, so I need to punt this to Kate R. This session was presented by “United for Libraries”, a division of ALA. Michigan Library has purchased a state membership so that any library in Michigan can use their resources for free.**
- 3. Census 2020 – They had both a session and a booth, the emphasis being recruiting workers for the 2020 census. The census is very important because it decides how federal and state funds are distributed and only occurs every 10 years (by constitutional mandate). A couple of things they emphasized is that there is NO Citizenship question on the 2020 census. They are really pushing to get that information out into communities because they are afraid that all the talk of the administration attempting to add such a question will depress participation. We made contact directly with**

**the census bureau and have had a recruiter who has come into the library several times already and had an informational table in our lobby. I contacted the CB myself to inquire about becoming a census taker. They will be hiring in the spring. One thing I learned was that Putnam Township is an actual target of this census because it never has been in the past and they want to determine if the population here has been under-counted previously.**

- 4. CFPB & CPB – I spent a lot of time with both these vendors because I have a particular interest in financial education. I got a variety of hand-outs such as how to report a complaint to the CFPB. I also found out about a program to educate people about financial scams. All of the literature is “free”, that is, it is paid for using taxpayer dollars. These could be used for an actual library program, if there was any interest, or for a table in the entrance hall to provide the materials directly to patrons, if there wasn't.**

**I feel like we got our money's worth by sending Hope and I to this conference. It was very different from the Michigan Small and Rural Libraries conference that we attend bi-annually. We are hoping that Sara Castle can attend it next year when it meets in Wichita, Kansas.**

**Respectfully submitted,**

*Kate Pratt*

**Association for Rural and Small Libraries (ARSL) Conference**  
**September 4-7, 2019**  
**Tap Into Libraries**  
**South Burlington, VT**

**I. Overview**

Overall, I found the conference very informative and useful. It's the second national conference that the library was generous enough to allow me to attend. (The first being the Public Library Association's (PLA) conference in 2014 in Indianapolis, IN). Aside from the many things I learned during the keynote speakers' events and the break out sessions, I also found that the networking aspect was equally as valuable in getting the most out of the conference topic of "Tap Into Libraries". Kate Pratt and I participating in the "dine around" session on Thursday, which led to a few enjoyable and informative networking opportunities. One of the other things I found to be good about this conference is that the focus remained towards boosting up small and rural Libraries all over the United States. There are some unique qualities to each type of small library, but there are underlying challenges and issues that tie every small and rural library—i.e. how to provide relevant services to places that have remote populations, funding challenges for small libraries, technology and broadband connectivity, etc. What I learned most about the future of small and rural libraries is the move towards offering more "social services" types of programs. These programs help to position small and rural libraries to become an integral part of the communities they serve, thus building the support they would need to continue being relevant now and in the future. One last point of note: I appreciated that the conference committee designed the schedule to be able to repeat breakout sessions—so that if you couldn't make the session because of another conflicting topic of interest, you're sure to find the session repeated again on another day, plus it allows you to actually stop by the vendor booths. (I think Kate liked the set up for the vendor booths, but I found it had its pluses and minuses. I appreciated the booths were position in the hallways for easier access to conference attendees; however, it's hard to regulate the traffic flow to get from one conference presentation room to another because of the crowds congregating in the hallways. I ended up being late to a few of my sessions because of this traffic.)

**II. Keynote Speakers:**

- a. Susanne Schmidt of The Moth & NPR—wonderful opening session with comedienne, Susanne Schmidt. We learned about the power of telling our stories—personal and the library's—in order to build emotional connections with our patrons and library stakeholders, donors and funders.
- b. Sandra Keith Boynton is an American humorist, songwriter, director, music producer, children's author and illustrator—she was fantastic. Shy though she was and hesitant to go on public speaking tours, she was one of the most entertaining speakers I've ever heard from. Since she's an illustrator, her focus is more

towards the Youth patrons. Still, hearing her “origin story” was inspiring and enjoyable.

- c. Author Luncheon with Chris Bohjalian—New York Times bestselling author, Chris Bohjalian, shared the different inspirations that he uses to create the gripping novels he’s written over the years. He tends to focus on the “exploration of contemporary social issues”, which he ends up weaving in his thrillers and mysteries.
- d. Closing and Keynote by Rebekkah Smith Aldrich, current Executive Director at the Mid-Hudson Library System in the state of New York—Rebekkah was, for me, the most inspiring of all the speakers, mainly because she does work primarily with small and rural libraries in the state of New York and her focus was sharing the innovative services that their libraries have offered their state through the focus on Building Sustainable Communities. I was inspired by their connecting with library offering such services as “Repair Café” and “Library Farms”—a service where, included in the concept of “library of things”, rural libraries “check out” plots of land to patrons, who farm that piece of property. They can “check out” farming equipment, attend monthly programs on how to grow the best crops at the library, and often times share their products in the library’s “little pantry”.

### III. **Highlight Break Out Presentations—**

- a. Innovation on a Shoestring: Free & Cheap Tools—the presenters were engaging and knowledgeable and shared different mostly free, sometimes cheap, apps that would be useful for libraries—with a focus on publicity and promotions.
- b. Engage Community & Spark Change—Brittany Overton spoke towards different strategies and outreach programming that can possibly bring in patrons who might otherwise not use the library—i.e. attending candidate forums, going to meetings and try to get on their agenda so you can tell your library story or highlight some innovative services your library provides, partnering with a “concierge service”, like the “L.E.T.S. Bus” or Uber/Lyft, to bring patrons to the library for free, etc.
- c. Did Slamming Your Head Against the Wall Help? Reframing Issues in your Library and Community—I enjoyed Sharon Morris’ portion of the presentation more, but that was because she spoke towards her work as the Director of Library Development for the Colorado State Library. The presenters spoke about some practical ways to reframe a problem so that it becomes a “challenge” that can hopefully bring along staff and board members to come up with innovative solutions.
- d. Adult Programming: Beg, Borrow, Steal—the theme certainly spoke to me 😊 “Beg for help! Borrow supplies! Steal great ideas!” There were a lot of program ideas shared. Some of which, our

library has already done—which is validating in a way—and some I may end “stealing”.

- e. Tap into Employee Engagement with the 5 Languages of Appreciation in the Workplace—I was really inspired by this presentation, which would really help in any workplace environment, coaching strategies on how to show appreciation that would mean more towards the particular individual. (Gail Santy is offering to visit libraries to speak to staff members. She would be free. We would just need to pay for her travel expenses. I’m really seriously thinking of inviting her to come to our library in 2020.)
- f. Own Your Brand: Marketing on a Budget—a few of the items in this presentation wasn’t of much interest to me, as it spoke towards library logos and how you can engage your community in this re-branding effort. However, the portions that dealt with social media strategy and free marketing tools were very useful.

All in all, I truly enjoyed going and am grateful to the Library Board for allowing Kate Pratt and me to go. Unlike the Michigan Small & Rural Libraries conference, it opened up my scope towards national trends in what small and rural libraries can offer to its community. I didn’t mention this previously, but it was good to hear that our library’s move to bring “healthy habits and exercise” to our community through a few of our services falls in line with the national trend of offering such services to rural communities. As health professionals are learning throughout the country, tapping into their libraries, partnering with them on services, helps bring more awareness to the community of how to live a healthy and productive life without the stigma or embarrassment or hardship of going to a hospital or clinic. Kate and I spoke about this experience and we’re hoping the Library Board would approve for us to send Sara Castle, our Youth Librarian, to next year’s conference in Kansas. 😊

# PCHS Pirate E-Sports - Recycling Event

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 [esports.pinckneypirates.org/recycling-event](https://esports.pinckneypirates.org/recycling-event)

## Recycling Event

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We are planning another electronics recycling event this fall!

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Support our team and get rid of your old electronics/technology junk on **November 23, 2019**.

We will be accepting electronics recycling items in exchange for a small donation to the e-sports program

Suggested donation of \$2/device

There is a minimum donation for CRT TVs and Monitors of \$30/each

Drop-off is at the Pinckney Bus Garage from **10a-4p on November 23, 2019** (just west of Pathfinder School).

2020 E. M-36

Pinckney, MI 48169

Acceptable items include:

- A/C Adapters
- Air Conditioners
- Alpha Smarts
- Analyzers / Test Equipment
- Audio / Visual Equipment
- AV Carts
- Batteries (All Kinds..alkaline, Li-Ion, Ni-MH, etc...) - please box all batteries
- Calculators
- Cameras
- Cell Phones
- Computers / Laptops
- Computer Components
- Copy Machines
- Cords - please box all cords
- CRT Monitors (minimum \$30 per monitor)
- CRT Televisions (minimum \$30 per TV)
- DVD Players
- Fax Machines
- Ink / Toner
- Keyboards
- Laptop Computers
- LCD Monitors
- LCD Televisions
- LED Televisions
- Medical Devices
- Metal Scraps (Steel, Copper, Aluminum, Etc.) - please box all metal scraps
- Mice
- Microwaves
- Overhead Projectors
- Plasma Televisions
- Printers / Fax Machines
- Refrigerators
- Scanners

- Security Equipment
- Servers / Server Cabinets
- Software CDs
- Stereo Equipment
- Telephones
- Televisions (LED, LCD, Projection, Console, & CRT)
- Toner / Ink
- Typewriters
- UPS / Battery Backups
- Vacuum Cleaners
- VHS Players
- Wires / Cables / Cords - please box all wires, cables, and cords