

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**FEBRUARY 17, 2022**  
**9:30 AM**  
**BOARD MEETING Minutes**

**CALL TO ORDER** at 9:30am

Present: Kate Pratt, President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Debbie Stewart, Staff Member; and Jennifer Brennan, Note Taker.

Public: Sara Castle

ABSENT: Laura Burwell, Vice President

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM JANUARY 20, 2022 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- February 2022 Bills for Review
- Remove the word **Annual** from the “Reading of The Minutes” section of consent agenda
- Kate Pratt made a motion to accept the Consent Agenda for February as amended and Shelly Wagnitz seconds. All approved and motion passes

**SPECIAL ISSUES**


- PCPL Wage Scale Tabled until March 2022

**OLD BUSINESS:**

- CDC COVID-19 Tracker: Livingston County at “High Rate of Transmission” and 13.3% positivity (Risk Level C in MiSafeStart Map)
- Review of COVID-19 Pinckney Library Policies:
  - Daily health screenings.
  - Face covering requirements.
  - Social distancing requirements.
- Continuing of social distancing, limited seating, limited computers, and tables by circulation desk
- Use only Local History Room and Big Program Room for meetings or tutoring
- A discussion followed
- Patti Nicholson made a motion to remove the Daily Health Screening requirement for staff, open the Board Room to use by the Library Board and the Friends, and allow Hope to gradually increase in-person programming at her discretion and Kate Pratt seconds. All approve and the motion passes.
- Free KN95 masks at the library
  - Available to public for free
  - Pick up from circulation desk
- Possible expansion of “COVID-19 tests available at Michigan Library Program”
  - PCPL is invited to participate in a pilot program
  - Hope is interested in understanding the parameters of program
  - Hope sent a letter to TLN Director, Steven Bowers, asking:
    - How many tests are available per library?
    - To whom will tests be distributed?
    - How will tests be distributed?
    - Who will provide testing instructions?
    - Hope is now waiting for answers

**NEW BUSINESS:**

**Reports:**

-  Library Progress Report

- Donations of Note:
  - \$200 from Mr. & Mrs. Przygocki
- Update on Water Fountains installation
  - Installation is complete
  - Bill is paid in full
- Fun Things to Do Menu on Website
  - New tab on library website (<https://pinckneylibrary.org/>) has now been added to the menu called “Fun Things to Do”
  - MAP (Michigan Adventure Pass) program is featured, along with other free or discounted activities available to all Michigan Residents—i.e. Detroit Zoo, Discounted Sports Tickets, Discounted Tickets for Limited Show engagements, etc.
  - MAP is an on-line program now
  - TLN provides metrics on MAP
  - Engagement appears to be the same as when it was in-person
  - Usage went up during COVID-19 period
- ✚ Friends Group Report- Reviewed and on file
  - Redacted because it goes to the public to hide private information
- ✚ Treasurer’s Report- Reviewed and on file
  - Issues with End-of-Year transfer from Huntington Bank to PNC General Fund
  - Letter from Huntington Bank dated February 4, 2022
    - Kate Robertson and Patti Nicholson were thwarted by bank security when they tried to transfer funds as directed at the last board meeting
    - Security protocols have changed at the banks
    - Kate Robertson and Patti Nicholson will become the custodians of accounts along with Hope
    - Hope & Joan McCloskey were the only custodians in the past. When Kate Robertson and Patti Nicholson were made signers, it looks like they were only made signers to the PayPal Checking Account, established back in 2008. The Bond Account, which was opened in 2015, was opened as a Government Trust Account and not through the bank branch in Pinckney. Hope will try to sort this out by contacting the library’s government trust account contact for Huntington Bank
- ✚ Bookkeeper Report- Reviewed and on file
  - Audit meeting has been moved to April due to health issues of involved persons

**Issues:**

- Ideas for 2022 Annual Fundraiser Discussion – Tabled from 2021 Annual Board Meeting/Ongoing Discussion
  - Kate Robertson asked what the monetary goal would be?
    - \$2000 sounded like a good place to start in 2022
  - Always more work behind the scenes than anyone ever sees
  - Looking for an easy, low man-hour idea that will make some money
  - Kate Robertson asked the board members to research ideas and bring them to the March meeting
    - Consider:
      - Who is doing the work?
      - Need a volunteer to run it, not staff
  - Shelly Wagnitz suggested the board look at Gish.com as an example
  - Hope stated that the past events were not just for monetary gain but community involvement and good will
  - Discussion will continue in March

## **NEW AND ONGOING BOARD ISSUES**

### **Library Policy Updates Needed for ADA**

ADA compliancy issues need to be addressed

Kate Robertson stated that she feels the board needs professional advice because none of the board members have the background, training, or knowledge on this topic

The update needs to address the concept of "Access"

ADA has specific accommodations and requirements

The library must create a form so a person can request ADA accommodations

Hope will send the current baseline (policy) to Claire Membiela, Library of Michigan's Legal Advisor, or Anne Seuryck, our library lawyer with Foster Swift Collins and Smith, PC, and then ask them to come and talk to us for an upcoming Board Meeting (either the March or April meeting)

**CALL TO THE PUBLIC:** None

### **ADJOURNMENT at 10:44am**

Kate Roberson made a motion to adjourn and Patti Nicholson seconds. All approved and motion passes.

**Respectfully Submitted by Jennifer Brennan**