

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**APRIL 21, 2022**  
**9:30 AM**  
**BOARD MEETING DRAFT MINUTES**

**CALL TO ORDER**

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; and Jennifer Brennan, Note Taker.

Absent: Laura Burwell, Vice President

Public: Patti Nicholson, Secretary, attended via ZOOM as a member of the public. Anne Seuryneck, library lawyer, Foster Swift Collins & Smith PC, as Guest Presenter via ZOOM.

President's Announcement regarding Public Comment Section

**PUBLIC COMMENT**

Note: Public Comment for this hybrid meeting is made available in advance of the meeting through this publicly available Google Document: <https://forms.gle/JbZBfHEmfhJqgp8R7> or email: [hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org) or during the time of the meeting.

**CONSENT AGENDA**

- **CORRECTION/ADDITIONS TO AGENDA**
- **READING OF MINUTES FROM MARCH 17, 2022 BOARD MEETING & MARCH 25 & APRIL 8, 2022 SPECIAL MEETINGS**
- **PRESENTATION OF BILLS:**
  - April 2022 Bills for Review
  - Kate Pratt made a motion to accept the Consent Agenda for April as presented and Kate Robertson seconds. All approved and motion passes.

**SPECIAL ISSUES**

- 2022 Library Audit - Hope announced that the library's audit was currently happening in the Board Room with the library's auditors from Campbell Auditing. Signatures were requested from Kate Pratt, President, and Kate Robertson, Treasurer. Dianne Gonzales, the library bookkeeper, was on hand in the staff area for any specific questions. Hope will also be on hand to answer questions from the auditors.
- ADA Accommodations Policy Changes – Guest: Anne Seuryneck, Library Lawyer, Foster, Swift, Collins & Smith, PC
  - Anne Seuryneck presented an ADA Policy presentation via Zoom
  - She suggested the library create/update several policies
    - ADA
      - Programs & Programming
      - Collection Development/ Material Selection
      - Special Services
    - Rules of Conduct
- Request to Close the Library on Saturday, May 28, 2022 for seal coating/asphalt work
  - Kate Pratt made a motion to approve the library closure on Saturday, May 28, 2022, and Kate Robertson seconds. All approved and motion passes.

**OLD BUSINESS:**

- CDC COVID-19 Tracker: Livingston County at “Substantial Rate of Transmission” and 9.8% positivity (Risk Level B in MiSafeStart Map). Tracking went upwards a little from last month, but Community Levels remain at Low
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html> -- Livingston County Measure: **Low**

- o Review of COVID-19 Pinckney Library Policies:
  - Face covering encouraged and
  - Social distancing requirements stands
- o Continuing of social distancing
- o Return furniture in the library, certain toys, open Study Room on a first come-first serve basis, keep plexiglass and tables in front of circulation desk in place, no outside group room rental for now. Given concerns about the puzzles being set up in the general area of the library, Hope has decided to hold off on making the puzzle available just yet.
- o N. Howell Street Road Closure – planned to start after Art in the Park. Hope attended the Village of Pinckney’s stakeholder meeting on Tuesday, Apr 12, 2022 at 6pm. She requested that DPW not close off Putnam Street from Mill Street. DPW has agreed on putting up a “soft closure” sign stating that N Howell street will be inaccessible from Putnam Street. The “hard closure” barricade will be installed after the second driveway of the library. The Village and businesses on Main Street also asked the library for permission to use our parking lot for their customers. Hope said “yes” as long as they park at the western side of the parking lot, leaving the east side open for patrons. Hope will ask Staff Members to please park on Mill Street or Unadilla Street behind the library if at all possible.
- o Update on 2022 Annual Fundraiser Discussion-Tabled
  - Google Sheets List for Fundraiser Ideas
  - Farmers Market & Food Truck Fridays was brought up as a possible time to offer a small, outdoor fundraiser

## **NEW BUSINESS:**

### **Reports:**

- Library Progress Report
  - Donations of Note:
    - \$1,000 donation from Brad and Cindy Cole in memory of Cheryl Diener for the enhancement of the Children’s Collection
    - \$533.33 raised in 2021 for Ambrose Sullivan Collection (received from the Friends on April 2, 2022; deposited on April 11, 2022)
  - Update on ARPA Equipment Grant – we received the Program Kit which includes the microphone and camera, but still have not received the Public Lending Laptop computer
  - SportPort Grant Final Reporting – new deadline: May 31, 2022
    - Thank you to Patti Nicholson, Kathy Schroeder, and Ruth Harris for the Testimonials
  - Page resignation – Claire Reynolds last day: Wednesday, April 20, 2022
  - Starting up a Seed Library
    - Actual plant seeds for free/exchange
    - Hope wants to find a way to track usage
    - There will be a separate webpage for the seed library
- Friends Group Report- Reviewed and on file
  - Friends need volunteer help for their April 23 Book Sale (10am-2pm) and for set up after 3pm on Friday, April 22
  - Friends agreed to hand out KN-95 masks and free COVID-19 Test Kits during the book sale
  - Friends plan on a membership drive during their April 23 Book Sale—tie in with Earth Day on April 22 (they will give a free gardening book to anyone who signs up for membership)
- Treasurer’s Report- Reviewed and on file
  - Local Community Stabilization Authority (LCSA) check for \$1,040.40 (deposited to Operations Account on March 23, 2022)
  - Authorized first 2022 Bond Payment to be directly transferred from our Huntington Bank Trust Account on May 1, 2022 (\$129,150)
- Bookkeeper Report- Reviewed and on file

**Issues:** None

**NEW AND ONGOING BOARD ISSUES:** None

**CALL TO THE PUBLIC:** None

**ADJOURNMENT at 10:55am**

Kate Roberson made a motion to adjourn and Shelly Wagnitz seconds. All approved and motion passes.

**Respectfully Submitted by Jennifer Brennan**