

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

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

President's Announcement regarding Public Comment Section

Present: Kate Pratt, President; Laura Burwell, Vice President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Sara Castle, Staff Member; and Jennifer Brennan, Note Taker.

Public: Tyra Schmitter

**PUBLIC COMMENT:** Tyra Schmitter commented that the wage scale is important. It has been tabled since December; appreciate it and want it to be covered.

**CONSENT AGENDA**

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM FEBRUARY 17, 2022 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- March 2022 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda for March as amended and Laura Burwell seconds. All approved and motion passes.

**SPECIAL ISSUES**

- PCPL Wage Scale Tabled until a "Special Meeting"
- Friday, March 25<sup>th</sup> at 10:30 am
- Second meeting scheduled for Friday, April 8<sup>th</sup> at 9:30am if necessary

**OLD BUSINESS:**

- CDC COVID-19 Tracker: Livingston County at "Substantial Rate of Transmission" and 5% positivity (Risk Level C in MiSafeStart Map) showing a downward trend
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>
- Review of COVID-19 Pinckney Library Policies:
  - Face covering encouraged and
  - Social distancing requirements stands
- Continuing of social distancing, limited seating, and tables by circulation desk
  - Adapt to changing situations
- Public computer use expanded
  - Starting today
  - Turn on all computers
  - CPS has been updating all computers in library
- Use only Local History Room and Big Program Room for tutoring. Allow Board Room use for Board and Friends Group Meetings.
- Free KN95 masks still available
- Ideas for 2022 Annual Fundraiser Discussion
  - Google Doc started by Kate Pratt
  - New Fundraiser Ideas folder in March 17, 2022 Board Packet Folder in Dropbox
  - People can add ideas to document
  - May do more than 1 fundraiser a year
  - Fundraiser must meet requirements
    - Easy for staff
    - Engage Community
    - Makes a little money for library
    - Affordable
  - Kate Robertson will contact Tammy Tastings for a virtual event
  - Garage sale on Food truck Friday- investigate for summer

**NEW BUSINESS:**

**Reports:**

- ✚ Library Progress Report
  - Public Laptop from ARPA grant has arrived. Still waiting on the “Program Kit”
    - new laptops for use by public & staff
  - New Library Cleaners started on March 2, 2022
    - “Cleaning Up 4 You”
    - Library is looking much cleaner
    - No long-term contract. Doing Month-to-Month
  - 2021 Audit
    - Thursday April 21, 2022
    - Meeting in the board room

- ✚ Friends Group Report- Reviewed and on file
  - Friends considering if they will include an April 23 Book Sale date
    - See attached Friends Minutes

- ✚ Treasurer’s Report- Reviewed and on file
  - Adding Treasurer & Secretary to Huntington Bond Account as signers

- ✚ Bookkeeper Report- Reviewed and on file
  - Newly updated 2021 Year End Bookkeeper Report
  - Updated Restricted Funds Report
  - Tracking grants and heavy donations

**Issues:**

- Library Policy Update – ADA Accommodation Statement in Policy Manual
  - Ann S., our lawyer, will come to April Meeting
  - Link for Library Directors March meeting was emailed by Hope to the Board. Worth looking over
    - Q & A is very good

**NEW AND ONGOING BOARD ISSUES: None**

**CALL TO THE PUBLIC: None**

**ADJOURNMENT at 10:46am**

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

**Respectfully Submitted by Jennifer Brennan**



Hope Siasoco &lt;hsiasoco@pinckneylibrary.org&gt;

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**March 10 Friends of PCPL meeting notes**

1 message



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Meeting March 10, 2022

**Attendees:** Jennifer S, Linda L, Linda V, Judy H. No Library liaison attending

**Treasurers Report:**

Linda V reports the Friends bank account was hacked and currently we should have a balance of \$4726.89. Linda is working with Huntington to assure the missing funds, \$4300.00 are restored to the account. The issue seems to be connected to a Pay Pall account originally intended for use in connection to a Library funds they wanted to run through the nonprofit Friends account. Linda has closed the Pay Pall connection.

So for now: February book sale \$303.20  
Amazon Smile \$40  
Book cart \$90  
Bank Balance should be \$4,726.89

No bills paid in February

**No Liaison request**

**Book Sale Update:**

Linda V has a copy of the hours used for past June Big Book sales. We will use those times for now and finalize as we get closer. It seems there is still no further update for confirmation of Art in the Park. The Chamber of Commerce site has applications available for vendors to sign up until March 11. Latest update on the Chamber web was posted in January. We discussed the option of having just a regular monthly sale in April, May, and 3rd week in June if there is not Art in Park due to restrictions. We also discussed having a sale in April the Saturday after Easter because it would be such a long pause if we do have a big sale in June. There were only 4 members in attendance and we were all in favor of having an April sale. Donna A is also in favor of an April sale.

If there are 6 members opposed, we will discuss again after the March sale. Please respond to this email if you are opposed to April sale.

For the March sale, March 19, offer will be any book free for **wearin o' the green**. Set up will be Friday March 18 starting around 3. If you want to start earlier, please let me know so we can arrange to have help to set up tables. We'll need help on Saturday too for the sale hours 10 - 2, and clean up. Please plan to attend if you can make it.

Jennifer plans on making signs for the sale about the book for green.

Linda V had a complaint from a customer at the February sale about the book dealers scanning and being pushy and rude. Linda V plans on speaking to the scanners on Saturday about being polite to others.

### **Other Business:**

Linda L supplied sliding feet for the bottoms of the wooden table in the Board Room. They make the tables easier to move and much quieter. Thanks Linda.

Book Sale Saturday March 19. Set up March 18.

**Next meeting April 14.**



### Summary report for organization 'PCPL': February 2022

1 message

Cisco Meraki <reports-mailer@meraki.com>

To: hsiasoco@pinckneylibrary.org

Tue, Mar 1, 2022 at 9

## Summary report for organization 'PCPL'

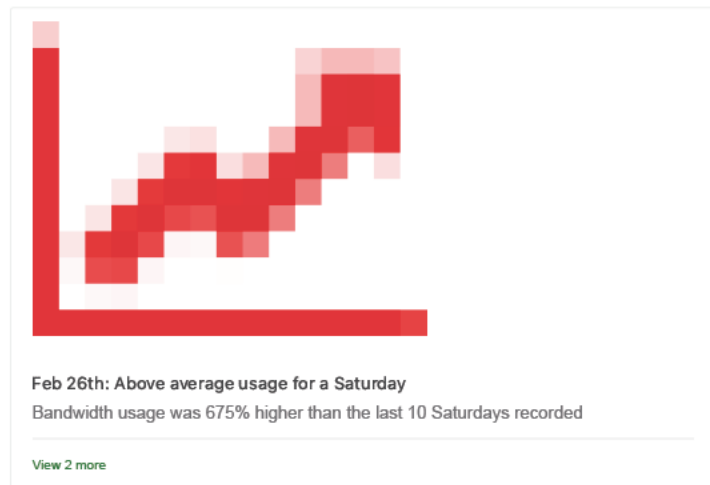
February 2022

SSID: "Library Wireless"

POWERED BY



### Anomalies



### Usage stats

TOTAL DATA TRANSFERRED	83.30 GB	TOTAL DATA DOWNLOADED	73.92 GB	TOTAL DATA UPLOADED	9.38 GB
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### Usage over time



### Port Utilization Graph



### Client stats

TOTAL UNIQUE CLIENTS	87	AVERAGE # OF CLIENTS PER DAY	5	AVERAGE USAGE PER CLIENT	980.5 MB
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### Clients per day



### Splash page

NUMBER OF CLIENTS TO REQUEST PAGE	158	NUMBER OF CLIENTS GRANTED ACCESS	83
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### Top clients by usage

Description	Usage	% Usage
Android	25.32 GB	30.39%
[Redacted]	11.64 GB	13.97%
[Redacted]-MacBook	6.40 GB	7.68%
[Redacted]	3.40 GB	4.08%
[Redacted]-MBP	3.14 GB	3.77%
[Redacted]-iPhone	2.73 GB	3.28%
Galaxy [Redacted]	2.65 GB	3.18%
[Redacted]	2.55 GB	3.06%
[Redacted]	2.51 GB	3.02%
DESKTOP [Redacted]	2.36 GB	2.83%

### Top client device manufacturers by usage

Manufacturer	Usage	# Clients	% Clients
Other	42.85 GB	37	42.53%
Apple	26.68 GB	13	14.94%

Manufacturer	Usage	# Clients	% Clients
Intel	7.76 GB	21	24.14%
Samsung	2.92 GB	2	2.30%
Microsoft	1.21 GB	1	1.15%
Samsung(THAILAND)	882.8 MB	1	1.15%
Murata Manufacturing	547.0 MB	2	2.30%
CHONGQING FUGUI...	350.1 MB	2	2.30%
Amazon Technologies	68.0 MB	2	2.30%
Motorola Mobility LLC, a...	56.9 MB	1	1.15%

#### Top application categories

Category	Usage	% Usage
Other	52.3 GB	64.15%
VoIP & video conferencing	10.98 GB	13.47%
Video	7.95 GB	9.75%
Software & anti-virus updates	2.45 GB	3.00%
Productivity	1.94 GB	2.38%
Cloud services	1.59 GB	1.95%
Email	1.39 GB	1.71%
Social web	1.04 GB	1.27%
Online backup	591.4 MB	0.71%
Advertising	512.4 MB	0.61%

#### Top applications by usage

Application	Usage	% Usage
Encrypted TCP (SSL)	21.02 GB	25.18%
Miscellaneous secure web	15.35 GB	18.39%
Zoom Meetings	7.42 GB	8.88%
Adobe Services	5.08 GB	6.09%
YouTube	4 GB	4.79%
Netflix	3.5 GB	4.20%
Google Services	3.06 GB	3.67%
Real-time Transport Protocol	2.2 GB	2.63%
Unknown	2.18 GB	2.61%
Apple services	2.15 GB	2.58%