

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JUNE 16, 2022
9:36 AM
HYBRID BOARD MEETING MINUTES

CALL TO ORDER

President's Announcement regarding Public Comment Section

Present: Kate Pratt, President; Patti Nicholson, Secretary; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Member; and Sara Castle, Public.

Absent: Laura Burwell, Vice President and Kate Robertson, Treasurer

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 or during the time of the meeting.

CONSENT AGENDA

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM APRIL 21, 2022 HYBRID BOARD MEETING**

 **PRESENTATION OF BILLS:**

- May-June 2022 Bills for Review
- Kate motions to approve consent agenda as presented and Patti seconds. All approve and motion passes.

SPECIAL ISSUES

- From Library of Michigan – Book Challenges, Censorship, and Intellectual Freedom Resources. Review of current library policies and checklist by Library of Michigan. Board will reaffirm the bylaws during the December annual meeting. Current informal social media policy to be codified. The policy review required is best served by a subcommittee. Shelly and Patti volunteered to serve on said subcommittee.
- Policy Review: Employee Handbook Section II.K Excused Absence Without Pay (aka FMLA). Shelly motions that the current unpaid FMLA policy remains as written and that employees may not use unearned paid time off. Kate seconds. All approves and motion passes.
- Hope to bring the idea of banking paid time off as an option in addition to existing cashing out of paid time off.
- ADA Accommodations Policy Changes
 - ADA Policy Change (to be reviewed by policy subcommittee)
 - ADA accommodations request from Board Member. Kate Pratt requests ADA accommodation for board meetings. Application for Accomodation on file. Shelly motions that the board has reviewed the request and approved it. Patti seconds. All approved and motion passes.
 - Materials Selection Policy (to be reviewed by policy subcommittee)
 - Library Program Policy (to be reviewed by policy subcommittee)

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at “Medium Rate of Community Level Transmission” and 12.6% test positivity results (Risk Level C in MiSafeStart Map as of June 12).
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html> -- Livingston County Measure: **Medium**
- Review of COVID-19 Pinckney Library Policies:
 - Face covering encouraged and
 - Social distancing requirements stands
- Continuing of social distancing. Kate motions to make no changes to our current covid policy. Shelly seconds. All approves and motion passes.

- 2022 Library Audit & Bond Audit. Board has reviewed the audit documents. Audit documents have been filed as required.
- 2022 Fundraiser
 - If the rummage/craft fundraiser is in September or October, should the library have a presence during the August Food Truck Friday/Farmers Market and/or the September Farmer's Market? The board has declined to devote staff and volunteer hours on these fundraising ideas at this time.

NEW BUSINESS:

Reports:

Library Progress Report

- Donations of Note:
 - \$500 donation from Friends Group: \$200 to purchase seeds to fill in for the Seed Library coming from Pinckney Community Garden, and \$300 to purchase grand prizes for the end of the Adult Summer Reading Program in September
 - First check from the Colone Foundation for \$401.50
- N. Howell Street Construction Update (see June 9, 2022 email from Village President, Rebecca Foster)
- Update on Building Coordinator Position—Hope has hired Scott Mills, retired Village DPW Chief, on a contractor basis to fill this position. He will be paid hourly at the rate of \$23 -\$25/hr (depending on the work involved).
- Update on ARPA Equipment Grant – still waiting on the public computer to lend in-house to patrons. ETA from Dell is by the end of June.
- New Microsoft Office Purchasing—beginning in 2022, Microsoft no longer does Volume Licensing for their software through Tech Soup or any other vendors. All Microsoft Office products are purchased in a subscription basis.
- LEGO Table now available in the Youth Area
- Youth Summer Reading Program starts on Monday, June 20th. Online registration started on June 1st. (Library is now using the free registration app from the Library of Michigan called ReadSquared). Paper logs will be available for pickup at the circulation desk starting June 20th. Registration forms are now available through the library's website.
- CANCELED: Movie Showing of Belfast on Wednesday, May 25 at 6:30pm Movies are rescheduled as follows: Belfast – June 29 at 6:30pm; Summer of Soul—July 27 at 6:30pm; and Babette's Feast—August 31 at 6:30pm
- Seed Library Collection
 - Thank you to Patti Nicholson, and the Pinckney Community Gardeners
 - Seeds Library Collection is located in front of the Local History Room
 - Plant Swap to launch the Seed Library Collection on Saturday, May 21 at 10am was canceled due to severe weather. It will be rescheduled for another date.

Friends Group Report – Reviewed and on file

- Friends of the Library Big Book Sale during Art in the Park on June 3, 4, & 5. Note: Even though the Friends had shorter sale hours, this year was their third biggest sale gross income from an Art in the Park Book Sale (\$2,638.50 Total for 3 days of sale)
- Monthly Friends Book Sales resume the third Saturday of the month starting in August from 10am-2pm
- Friends of the Library will take a short hiatus from book donation processing during the month of July. Will start back up every Friday starting in August.

Treasurer's Report – Reviewed and on file

Bookkeeper Report – Reviewed and on file

- Monthly transfer of funds from General Fund to Operations. Dianne, our bookkeeper, has requested an increase in the monthly transfers between General Fund and Operations Fund due to increased library activities and payroll adjustments. Kate motions the board approves

the request for increased monthly transfer of funds. Shelly seconds. All approve and motion passes.

NEW AND ONGOING BOARD ISSUES

- Acceptance of book donations in the month of July. Kate expressed concern about stopping book donations for one month. Kate motions the board overrides the hiatus of accepting book donations in the month of July. Patti seconds. All approve and motion passes. Library staff will continue to accept donations of books on Fridays to provide continuity of service to patrons through the month of July.

CALL TO THE PUBLIC

No public comment

Issues:

Request by Director for Closed Session to discuss Personnel Issue. Shelly motions to go into Closed Session to discuss Personnel Issue at 11:14 am with Kate Pratt, Patti Nicholson, Shelly Wagnitz, and Hope Siasoco in attendance. Patti seconded. All approve and motion passes. Closed session started at 11:14 am.

The board returned from closed session at 11:32 am.

Kate motions to accept Director's new salary of \$125,000 effective June 1st 2022. Shelly seconds. All approve and motion passes.

Kate motions to adjourn at the meeting 11:35 am. Shelly seconds. All approve and motion passes.

Respectfully Submitted,

Patti Nicholson, Secretary