

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JULY 21, 2022
9:30 AM
HYBRID BOARD MEETING
Draft Minutes

CALL TO ORDER 9:34am

President's Announcement regarding Public Comment Section

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 JUNE 16, 2022 HYBRID BOARD MEETING (OPEN AND CLOSED SESSIONS)**
- ✚ Shelly Wagnitz offered 2 corrections in the June minutes:
 - In the minutes after the Return from closed meeting, minutes should read "Director" as the position not "Hope" in name.
 - Under "Special Issues- Policy Review" after "All approve & motion passes" add a new line item about banking paid time off to designate it as a separate issue.
- ✚ **PRESENTATION OF BILLS:**
 - July 2022 Bills for Review
 - Kate Pratt made a motion to accept the Consent Agenda as corrected for July and Patti Nicholson seconds. All approved and motion passes.

SPECIAL ISSUES

- From Library of Michigan –
- Refer to Email from Director on July 20, 2022
 - State of Michigan Information
 - **6% Revenue Sharing, Pension Deposits Headline Treasury Budget**—A 6% increase in revenue sharing will be available to local governments in the new fiscal year, as will hundreds of millions being made available to local government retirement systems under the Department of Treasury budget approved Friday morning by the Legislature (July 8, 2022). Under the budget deal, constitutional revenue sharing for cities, villages and townships would be provided a 5 percent ongoing increase with an additional 1 percent one-time increase. Increases of the same size would be provided for statutory revenue sharing to counties. This differed from the governor's proposal for a 5 percent increase in statutory revenue sharing to be built into the base of the budget and a 5 percent one-time increase."
 - **\$500,000 added to FY23 for State Aid to Libraries**--MLA Announcement from earlier this week (July 4-8, 2022). (Budget is not yet signed.) This would bring the total amount to \$15,567,700 for FY23.
 - **Open Meetings Act Proposed Legislation – HB 6283**
<http://legislature.mi.gov/doc.aspx?2022-HB-6283>
 - The State Legislature is currently looking at expanding and allowing for municipal officers to attend public meetings online. The link to the draft bill is what the current draft language looks like. Claire Membiela, the Michigan Library Association, and Anne Seurnyck of Foster Swift Collins & Smith PC are looking at this language currently and will inform Michigan Library governance groups whether to advocate for its passing or not.


- The Board needs to follow this issue so they can decide to advocate for the change or not.
- **Library of Michigan Information**
 - **Online Access to State Aid Payment Details and Public Library Computation Forms**—Library of Michigan is providing the ability for the public to access Library State Aid information just as MDE does for Schools. You can look up your current and last State Aid details and also find your populations from links we now have on the LM State Aid web page at www.michigan.gov/librystateaid
- For Policy Consideration: Gun Policy for PCPL?
 - The gun laws are unchanged.
 - At this point no special policy is needed.
- ADA Accommodations Policy Changes from Policy Subcommittee:
 - Materials Selection Policy
 - Changes to current version of DRAFT language –“Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the (add the word -DISPOSITION) Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.”
 - Section IX Challenges to Materials. Part D. Must add the word “disposition”
 - See attached Final Version of Section VIII – Materials Selection Policy
 - Request for Reconsideration Form
 - Correct the Library address
 - This form is not posted publicly online because the patron must make the request in-person at the library first.
 - ADA Policy Change -- TABLE
 - Library Program Policy – TABLE
- Kate made a motion to accept the policy changes with the corrections suggested made by the subcommittee as presented and Patti Nicholson seconds. All approved and motion passes.

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at “Low Rate of Community Level Transmission” and 15.7% test positivity results (Risk Level D in MiSafeStart Map as of July 14). It’s a little higher than last month, but only by about 3%.
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html> -- Livingston County Measure: **Low** (About 8.7% new COVID-19 admissions per 100,000 population)
- Review of COVID-19 Pinckney Library Policies:
 - Face covering encouraged and
 - Social distancing requirements stands
- Continuing of social distancing
- Fan circulation units are available
- Call for Volunteers – August 19 Food Truck Friday from 12pm-6pm
 - Not related to any programs or fundraisers. Just to have a presence during the last Food Truck Friday of the year.
 - Shelly Wagnitz volunteered
 - Patti Nicholson & Jennifer Brennan might be able to help

NEW BUSINESS:

Reports:

-  Library Progress Report
 - Final Reporting due for Community Foundation for SE Michigan regarding the library’s new water fountains—Due date August 12, 2022
 - N. Howell Street Construction Update –No one from the Library Board was able to attend the Village Meeting on Wednesday, July 20, 2022

- Waiting to learn what the new construction timeline will be
- Update on ARPA Equipment Grant – still waiting on the public computer to lend in-house to patrons.
- New Microsoft Office Purchasing Update—Alex from CPS and Hope had a telephone conference call with Microsoft Licensing Team, which was very informative. Looks like Microsoft Volume Licensing should still be available to education and nonprofits like libraries. This might just be an issue of TechSoup no longer offering this service. Lilla from Microsoft suggesting getting in contact with a sales rep from TechSoup to ask about Volume License availability vs Microsoft 365/Office 365 education tier subscriptions to see what might be more cost beneficial for the library.
- Youth and Adult Summer Reading Programs are ongoing
- Movie Showings: *Belfast* – June 29 at 6:30pm; *Summer of Soul*—July 27 at 6:30pm; and *Babette’s Feast*—August 31 at 6:30pm; *Ambulance*—September 28 at 6:30pm; *Everything Everywhere All At Once* – October 26 at 6:30pm; and *The Unbearable Weight of Massive Talent*—November 23 at 6:30pm
- Changes to Adult Book Discussion
 - Hope will try offering book discussion as a “hybrid” program during the months she is available to attend, based on how this format turned out from the June and July Book Discussions
 - Book Discussion Titles (All times 6:30pm-7:30pm): July 19—*Babette’s Feast* by Isak Dinesen; *Someone Knows My Name* by Lawrence Hill; October 18—*Project Hail Mary* by Andy Weir; and November 15—*Book Woman’s Daughter* by Kim Michelle Richardson
- 🚩 Friends Group Report- Reviewed and on file
- 🚩 Treasurer’s Report- Reviewed and on file
- 🚩 Bookkeeper Report- Reviewed and on file

NEW AND ONGOING BOARD ISSUES: None

CALL TO THE PUBLIC

Sara Castle, the Assistant Director, pointed out that the current Covid policy still is not letting outside groups rent out meeting rooms.

Hope will change the room rental agreements to include Covid Protocol enforcement. The changes will then need to be approved by the board.

Sara Castle asked if the Microsoft Volume License will apply to public computers or staff computers? Sara requests it be on all computers in the library.

Sara Castle also asked if there is a stated number of meetings a board member can miss before they need to be replaced.

Kate Pratt thinks the Assistant Director should be part of the board meetings. Sub-committee will look at the bylaws to see if changes need to be made to accommodate the Assistant Director being a regular participant in Board Meetings.

Issues: None

ADJOURNMENT 10:54am

Patti Nicholson made a motion to adjourn and Shelly Wagnitz seconds. All approved and motion passes.

POLICY
MATERIAL SELECTION POLICY

I. Purpose.

The purpose of the Pinckney Community Public Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Pinckney Community Public Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy on page 35 for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection.

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, research and entertainment.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for material selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference, research and entertainment materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through interlibrary loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts.

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library. Please see the Gift Policy on page 4 for issues related to gifts and donations to the Pinckney Community Public Library.

The Pinckney Community Public Library appreciates and encourages gifts and donations from groups, individuals, foundations, corporations, etc. The Library is prepared to receive gifts of money, memorials of loved ones, books, landscaping, media, electronic or mechanical equipment, works of art, documents, photographs, furniture and storage items which promote the mission of the Library. It is strongly suggested that the donor call the library first for clarification and suitability of the donation.

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township and surrounding areas as they pertain to Pinckney's past. Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift as we are not a museum.

Gifts and donations to the Library can be tax-deductible as provided by law. The Library will provide a timely, written acknowledgment of the receipt of the gifts to the donor, a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to the donation.

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director or the Director's designee.

- B. The Director/designee will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director/designee will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials Form ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the disposition of the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the President of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

Pinckney Community Public Library
Policy Proposal: 3/20/2013
Approved: 3/20/2013

LOCAL HISTORY ROOM & COLLECTION

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney's past. Local history room materials will be limited to those relating to Pinckney & Putnam Township's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers—print & non-print formats—pamphlets, maps, photographs, prints, electronic database and other forms of publications that may be indexed or cataloged. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out. (See NON-CIRCULATING MATERIALS section under the CIRCULATION POLICY section of this manual.)

A. DONATION TO THE LOCAL HISTORY ROOM COLLECTION

Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift, as we are not a museum.

Each transfer of ownership from a donor to the Pinckney Community Public Library should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes the date of transfer, donor's name and address, and a statement that the Library will be responsible for managing the gift.



Summary report for organization 'PCPL': June 2022

1 message

Cisco Meraki <reports-mailer@meraki.com>

To: hsiasoco@pinckneylibrary.org

Fri, Jul 1, 2022 at 10

Summary report for organization 'PCPL'

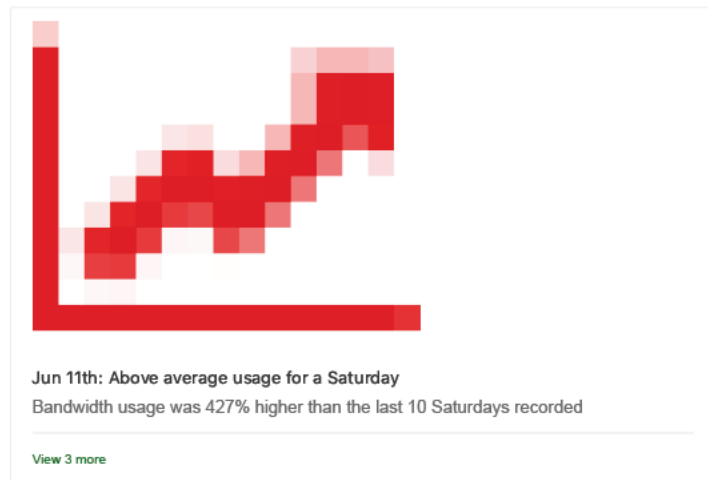
June 2022

SSID: "Library Wireless"

POWERED BY



Anomalies



Client stats

TOTAL UNIQUE CLIENTS **123** AVERAGE # OF CLIENTS PER DAY **7** AVERAGE USAGE PER CLIENT **868.8 MB**

Clients per day



Splash page

NUMBER OF CLIENTS TO REQUEST PAGE **225** NUMBER OF CLIENTS GRANTED ACCESS **120**

Usage stats

TOTAL DATA TRANSFERRED **104.36 GB** TOTAL DATA DOWNLOADED **94.32 GB** TOTAL DATA UPLOADED **10.05 GB**

Usage over time



Port Utilization Graph



Top clients by usage

Description	Usage	% Usage
LAPTOP [redacted]	26.50 GB	25.39%
Android	9.40 GB	9.00%
[redacted]	5.19 GB	4.97%
EDUC [redacted]	4.69 GB	4.50%
[redacted]-iPad	4.58 GB	4.39%
[redacted] MacBook	4.40 GB	4.22%
[redacted]	4.30 GB	4.12%
[redacted] MacBook-Air	4.00 GB	3.84%
DESKTOP [redacted]	3.89 GB	3.72%
[redacted]	2.70 GB	2.59%

Top client device manufacturers by usage

Manufacturer	Usage	# Clients	% Clients
Intel	33.58 GB	21	17.07%
Other	32.00 GB	62	50.41%
Apple	27.77 GB	15	12.20%
Microsoft	4.30 GB	1	0.81%

Manufacturer	Usage	# Clients	% Clients
LG Electronics (Mobile...)	2.80 GB	2	1.63%
Samsung	1.48 GB	3	2.44%
██████████ ...	702.3 MB	3	2.44%
Rivet Networks	495.2 MB	1	0.81%
Oculus VR	492.2 MB	1	0.81%
Amazon Technologies	216.8 MB	2	1.63%

Top application categories

Category	Usage	% Usage
Other	48.92 GB	46.88%
Remote monitoring & management	24.27 GB	23.26%
Video	7.43 GB	7.12%
VoIP & video conferencing	4.71 GB	4.51%
Online backup	2.99 GB	2.86%
Software & anti-virus updates	2.45 GB	2.35%
Social web	2.34 GB	2.24%
Web file sharing	2 GB	1.91%
Productivity	1.65 GB	1.58%
Gaming	1.63 GB	1.56%

Top applications by usage

Application	Usage	% Usage
PCoIP	24.27 GB	23.19%
Encrypted TCP (SSL)	18.38 GB	17.56%
Apple services	14.07 GB	13.44%
Google Services	5.71 GB	5.45%
Miscellaneous secure web	4.12 GB	3.94%
Netflix	3.48 GB	3.33%
iCloud	2.65 GB	2.53%
Skype	2.4 GB	2.29%
YouTube	2.27 GB	2.17%
Binary over HTTP	1.97 GB	1.88%