

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

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

President's Announcement regarding Public Comment Section

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Sara Castle, Youth Librarian and Assistant Director; Debbie Stewart, Staff Liaison; and Jennifer Brennan, Note Taker.

Absent: Patti Nicholson, Secretary

**PUBLIC COMMENT**

Debbie Stewart asked the Board to reconsider holiday pay for all staff not just senior staff when looking at Salaries and Budget.

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**

- Correct the date under Special Issues to: "Draft of 2022 Budget Readjustment & 2023 Budget Proposal"

**✚ READING OF MINUTES FROM OCTOBER 20, 2022 HYBRID BOARD MEETING**

**✚ PRESENTATION OF BILLS:**

- November 2022 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda as corrected and Shelly Wagnitz seconds. All approved and motion passes.

**SPECIAL ISSUES**

- Policy Changes from Policy Subcommittee:
  - Section X – Event Programming Policy
  - Staff is happy with the adjustments and changes
  - Remediation pathway for patron is available using the form from the materials policy
  - Policy Subcommittee will create a general, all-purpose "Comment Form" that will be kept behind the circulation desk for any general comments from patrons
  - Kate Robertson made a motion to accept the Event Programming Policy as presented and Kate Pratt seconds. All approve and motion passes.
- Draft of 2022 Budget Readjustment & 2023 Budget Proposal – TABLED FOR DECEMBER ANNUAL MEETING
  - Kate Pratt has asked Shelly Wagnitz if she was willing to fill the office of Vice President. Shelly agreed.
  - 2021-2022 Winter Adjusted Tax Rolls—these were the two reports that came from Pat Carney, Putnam Township Treasurer, to give the library board an idea of how much has been collected in 2022 compared with what was collected in 2021
  - Email from Debbie Mikula of MLA regarding increase in 2023 State Aid for Libraries @ 5%--this report should help to guide how much anticipated State Aid money the library will be receiving in 2023
- 2022 Salaries-Wages Proposal
  - This report now shows employee positions instead of employee names
  - Cost of living adjustments figured at 8%
  - Calculate the difference in Holiday pay added to part time positions and how it will add to the cost for budgeting

- The Director will ask the Bookkeeper to calculate that cost and calculate a 9% increase as well
- The holiday pay would be changed to a “benefit” to all employees
- HRA real numbers are requested by board
- The library will have an increase of income because of 2021-2022 Winter Adjusted Tax Rolls
- Leave the Assistant Director Minimum at \$35 instead of raising it to \$40
- Change to Library page & Substitute position- minimum pay only by state law
- Readjust from \$315,000 to \$272,000 on 2022 Budget Readjustment for Payroll Line Item
- Additional information was requested by the Board:
  - HRA real numbers
  - Calculate adjustments at 9%
  - Holiday pay
- Vote is postponed to the December meeting

#### **OLD BUSINESS:**

- CDC COVID-19 Tracker: Livingston County at “Medium Rate of Community Level Transmission” and 9.7% test positivity results (Risk Determination Level D in MiSafeStart Map as of November 8, 2022)
- New CDC COVID-19 Community Checker - [https://covid.cdc.gov/covid-data-tracker/#county-view?list\\_select\\_state=Michigan&data-type=&list\\_select\\_county=26093](https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=Michigan&data-type=&list_select_county=26093) - Livingston County Measure: **Medium** (About 10.8% new COVID-19 admissions per 100,000 population)
- Review of COVID-19 Pinckney Library Policies:
  - Face covering encouraged and
  - Social distancing encouraged
  - Kate Pratt made a motion to keep Covid policies as is and Kate Robertson seconds. All agree and the motion passes.
- Lois E. Kovell Donor Wall
  - The Board directed the Director to get additional information from Kyle at Library Design
  - The Board needs a quote and a rendering to move beyond the proposal phase as well as a timeline for completion before they vote
- 2022 Livingston County Trustees & Directors Meeting
  - Recap given to the Board members who couldn’t attend
  - Handouts from speaker Clare Membiela were included in the Board Packet folder in Dropbox
  - Topic was “Boards & Materials Challenges—Preparations, Roles & Policies”

#### **NEW BUSINESS:**

##### **Reports:**

- ✚ Library Progress Report
  - REMINDER: Giving Tree is up in the Library now. Gifts will be picked up by December 1st
  - November 11<sup>th</sup> Staff Development Day
    - The cost of the Lawyer’s presentation will be covered by the regular budget
    - Staff wanted to thank the library board for the development day, lunch, and afternoon activity at AR Workshop in Milford, MI
  - Update on Freegal Music and Freading Subscription from Library Ideas
    - Low usage so the Library will drop the subscription in 2023
  - Update on Part-time Library Assistant Position – hired 2 new people, Kristen Havera and Anna Engle-Young
  - Report on Paint Holiday Plates with A2AC on Saturday, November 5<sup>th</sup>; Build It! on November 12<sup>th</sup>; Seed Harvesting on November 12<sup>th</sup>
  - Giving Tuesday, November 29, 2022
  - Holiday Pop-Up Book Shop Cart—November 25<sup>th</sup> – December 22<sup>nd</sup>
  - Upcoming Events and Programs—Minion Madness!! on November 23<sup>rd</sup>

- Movie Showings: The Unbearable Weight of Massive Talent—November 23 at 6:30pm. Will more than likely end monthly movie showing this year. Will do movie showing as “special events” in 2023
  - Book Discussion Titles (All times 6:30pm-7:30pm): November 15—*Book Woman’s Daughter* by Kim Michelle Richardson; January 24, 2023—*Into the Water* by Paula Hawkins; and February 21, 2023—*The Lighthouse* by Christopher Parker
- ✚ Friends Group Report- Reviewed and on file
- HIGHLIGHT: Friends Group changed their monthly meeting dates to correspond to the Thursday before Book Sales. If a month has no Book Sale, they plan to meet on the third Thursday of that month at 6:30pm. Some meetings might correspond with Library Board meetings if the Board ends up keeping their current meeting schedule. (Library Board will meet in the morning and Friends Group will meet at night.)
- ✚ Treasurer’s Report- Reviewed and on file
- Continuation of discussion on having Library funds divided among several banks to protect assets
  - Bank of Ann Arbor
    - Required to be a bank not allowed to use a credit union
    - The treasurer has a positive history working with this bank
    - Adding an additional bank for bequests and to split assets
    - \$85,000 in 12-month CD
    - Balance in a Money Market or Savings Account to have access to the money for spending
    - Shelly Wagnitz made a motion to move \$85,000 of the bequest into a 12-month CD at Bank of Ann Arbor and the balance of the bequest in a Money Market or Savings Account as determined by the Treasurer and Kate Pratt seconds. All agree and the motion passes
  - Donations should be listed here instead of under the Library Progress Report
- ✚ Bookkeeper Report- Reviewed and on file
- End-of-the-Year Cash Projection for 2022
  - Kate Robertson made a motion to move \$25,000 to Operations and Shelly Wagnitz seconds. All agree and the motion passes.
  - FYI—technical difficulties access PNC Bank online for Bookkeeper
    - Security changes now preventing bookkeeper from having access
    - Board can send a letter to authorize the Bookkeeper having access
    - Letter must be signed by signator Hope Siasoco, Kate Robertson and Patti Nicholson
    - Kate Pratt made a motion to provide PNC with a letter authorizing our Bookkeeper, Dianne Gonzales, access to the PNC online account and Shelly Wagnitz seconds. All agree and the motion passes.

**Issues:**

- Proposal for honoring Joan McCloskey, Former Treasurer of the Pinckney Library Board of Trustees, service to the Library and the Pinckney Community. Ideas discussed:
  - Collectable plate gifted to her for her home
  - Etsy will get it made and delivered fast
  - Kate Robertson will create and design the artwork
  - Ideas for In-library recognition Tabled. Think of ideas for next meeting.

**NEW AND ONGOING BOARD ISSUES:** None

**CALL TO THE PUBLIC**

Sara Castle appreciates the paperwork detailing the breakout of Director’s benefits Hourly rate is based on 40-hour week, but the Hope works a 35-hour week according to the schedule Hope explained that her workweek isn’t hourly based on posted schedule

**ADJOURNMENT @ 11:26am**

Shelly Wagnitz made a motion to adjourn and Kate Robertson seconds. All approve and the motion passed.

**Respectfully Submitted by Jennifer Brennan, Board Notetaker**