

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
OCTOBER 20, 2022
9:30 AM
HYBRID BOARD MEETING Draft Minutes

CALL TO ORDER: 9:30am

Present: Kate Pratt, President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Member; Sara Castle, Assistant Director/Youth Librarian and Jennifer Brennan, Note Taker. Anne Seuryneck, Library Lawyer, via Zoom.

Public: LaVerne Read

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 or during the time of the meeting.

Anne Seuryneck requested that her part of the agenda was moved to the beginning of the meeting. The Board agreed and proceeded with the Special Issues part of the meeting.

SPECIAL ISSUES

- Lois Kovell Estate and Section IV – Investment Policy – Presenter: Anne Seuryneck of Foster Swift Collins & Smith, PC, Library Lawyer
 - Revised Investment Policy mirrors what is allowed by state law
 - This revised policy will allow the library to invest in any way that is allowed by law
 - See attached
 - The Investment Policy needs to be officially updated by completing the Resolution to Adopt Investment Policy dated October 20, 2022
 - Signing & completing forms will be done later in the meeting
 - Vote later in the meeting
 - Library Board can also establish an Endowment – Foster Swift has helped other libraries with this—an Endowment is fully controlled by the Board
 - Another option is establishing a Community Foundation for Lois Kovell's Estate
 - Need to investigate requirements with the Community Foundation for Southeast MI
 - The Board will not be in control of investing and the amount to be disbursed. That will be through the Community Foundation
- Policy Changes from Policy Subcommittee:
 - Patron Behavior Policy
 - Complete and ready to be reviewed with Anne Seuryneck
 - The new policy was originally provided to the board by Anne and was adapted to meet our needs
 - IV. Rules for Use and Preservation of Library Materials and Property
 - Remove Section E
 - III. Rules for Personal Behavior
 - Section B. Add: No food in study room
 - Kate Robertson made a motion to pass the new policy with two changes:
 - 1. IV Rules for Use and Preservation of Library Materials Property - Remove Section E
 - 2. III B. Add No food in study room

Kate Pratt seconds. All approve and the motion passes.
A discussion followed about posting signage in appropriate locations
- Michigan Minimum Wage Act
 - Ask Anne how this might affect the Pinckney Library for 2023 and beyond
 - Anne will refer us to Mike Bloom of Foster Swift who is the expert in this subject

CONSENT AGENDA

+ CORRECTION/ADDITIONS TO AGENDA

- Hope requested a change in the order of the Agenda. To accommodate Anne Seurnyck, Special Issues was moved to the beginning of the meeting.
- Table Library Program Policy

+ READING OF MINUTES FROM AUGUST 18, 2022 HYBRID BOARD AND SEPTEMBER 15, 2022 REGULAR BOARD MEETING

+ PRESENTATION OF BILLS:

- September and October 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 Continued

- 2022 Livingston County Trustees & Directors Meeting
 - Wednesday, November 9, 2022 6:00pm-8:30pm
 - In Person at Pinckney Community Public Library
 - Also available virtually via Zoom
 - Topic: How the First Amendment and Diversity/Equity/Inclusion Intersects with Public Libraries Presenters: Clare Membiela, Library Law Specialist at the Library of Michigan, and Lance Werner, Executive Director of the Kent District Library
 - Food Truck available at the Library's parking lot. Meals will be paid for through each of the Livingston County Libraries.

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at "Medium Rate of Community Level Transmission" and 13.9% test positivity results (Risk Level C in MiSafeStart Map as of October 10, 2022)
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> -- Livingston County Measure: **Medium** (About 11.1% new COVID-19 admissions per 100,000 population)
- Review of COVID-19 Pinckney Library Policies:
 - Face covering encouraged and
 - Social distancing encouraged
- Laura Burwell's Retirement from the Library Board
 - Village Council needs to make a new appointment to the board
 - The Library Board submitted their recommendation of LaVerne Read to take over Laura Burwell's term. It will be up to the Village Council to decide on the appointment

NEW BUSINESS:

Reports:

+ Library Progress Report

- Patron Thank You for Library's Hotspot Loan Program
- Seed Library Update
 - Keeping track of Patrons who check out seeds. Currently, the library only counts people who've checked out seed packets, not the number of seed packets checked out. Hope presented a change to the check out procedures suggested by Tyra Schmitter. Hope will go over the change in procedure at the Monday All Staff meeting
 - Patti Nicholson attended the MI Seed Library Conference and came out of it with great ideas. She will discuss with Hope and Debbie
 - Seed program will continue this fall/winter
 - Patti would like to start offering Seed Preservation Workshops/Programs soon
- N. Howell Street Construction Update
 - Postponed until Spring 2023

- Update on Axis360 Collection and Freegal Music Subscription
 - Increasing budget for Axis360 in 2023 because we are not partnering with Hamburg & Fowlerville libraries
 - May cut Freegal music due to lack of patron use for 2023
 - Subscription only pricing is available as opposed to per use
 - Mobile App not user friendly
 - Money could be applied to Axis360
- Update on Part-time Library Assistant Position
 - Hired Kristen Havera
 - Nights & Weekends
 - Need to hire an additional Part-time Library Assistant
- Summer Reading Program Reports
 - See attached
- Report on MI Folktales on October 5 and Train Robberies in Michigan on October 12
- Movie Showings: Everything Everywhere All At Once – October 26 at 6:30pm; and The Unbearable Weight of Massive Talent—November 23 at 6:30pm
- Book Discussion Titles (All times 6:30pm-7:30pm): October 18—*Project Hail Mary* by Andy Weir; and November 15—*Book Woman's Daughter* by Kim Michelle Richardson
- Pottery Workshop with A2AC on Saturday, November 5, 2022
 - Almost at full capacity

 Friends Group Report- Reviewed and on file

- Proposal to Support the First Amendment Right to Read and Banned Books Collection
 - See attached
- West Side of the Library and Book Donations
 - Friends want to stop taking book donations due to lack of volunteers
 - The library will not stop accepting donations because patrons need a place to donate books
 - A solution for storage and keeping the West Side of the library clean & clear will be discussed with the Friends

 Treasurer's Report- Reviewed and on file

- Banking for \$94,680.03 from Lois Kovell's estate?
 - A discussion followed
 - Need more information on community endowments and other options.
 - Have Community Foundation give us a presentation. Hope will contact CFSME
 - Move Kovell bequest from Huntington to a new bank
 - Kate Pratt suggested Bank of Ann Arbor
 - Kate Robertson & Hope will look into how this can be done

• **SPECIAL ISSUES- Continued**

○ Investment Policy

- The library board discussed the presented Investment Policy
 - The board is responsible for Library's money
 - The Board may hire a consultant if necessary
 - The Treasurer is the Investment Officer
- Patti officially signed the paperwork for acceptance of revised Investment Policy
- Kate Robertson made a motion to accept the preamble and resolution of the Investment Policy and Shelly Wagnitz seconds.
- Roll Call Vote:
 - Shelly Wagnitz - Aye
 - Kate Pratt - Aye
 - Patti Nicholson - Aye
 - Kate Robertson - Aye

- All approve and the motion passes.
- Donor Wall
 - More space is needed. Two options are available
 - Extension to existing wall
 - Start a second wall across the hall
 - Use Lois Kovell's bequest to the Library to pay for new wall and dedicate it to her:
 - "Lois Kovell Donor Wall"
 - Kate Pratt made a motion use some of the Lois Kovell bequest to pay for a new donor wall and then dedicate the wall to her and Kate Robertson seconds. All approve and the motion passed.
- ✚ Bookkeeper Report- Reviewed and on file
 - Livingston County Check from Board of Review Gains Aug-Sep 2022
 - \$43.39
 - Per procedure it should go to General Funds
 - Hope asks that it go directly to Operations instead of General Fund
 - Shelly Wagnitz made a motion to move the Livingston County Check from Board of Review Gains directly to Operations and Kate Pratt seconds. All approve and the motion passed.

Issues:

- Request to close the whole day on Friday, November 11th, Veterans Day, for Staff Development Training
- Shelly Wagnitz made a motion to close for the whole day on Friday, November 11th, Veterans Day, for Staff Development Training and Patti Nicholson seconds. All approved and motion passes.

The board will provide lunch to staff up to \$500

NEW AND ONGOING BOARD ISSUES- None

CALL TO THE PUBLIC- None

ADJOURNMENT 11:16 am

Kate Pratt made a motion to adjourn and Patti Nicholson seconds. All approve and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker

PINCKNEY COMMUNITY PUBLIC LIBRARY
RESOLUTION TO ADOPT INVESTMENT POLICY

At a meeting of the Library Board of the Pinckney Community Public Library (“Library”), County of Livingston, Michigan, held at the Library on the 20 day of October 2022, at 11:00 a.m.

PRESENT: Kate Pratt, Kate Robertson, Shelly Wagnitz, Patti Nicholson

ABSENT: _____

The following preamble and resolution were offered by Kate Robertson and supported by Shelly Wagnitz.

WHEREAS, the Library is a public library organized under the District Library Establishment Act, 1989 PA 24;

WHEREAS, pursuant to Section 5, of the Investment of Surplus Funds of Political Subdivisions Act 1943 PA 20 (“Act 20”), the Library shall develop an investment policy that meets the requirements of Act 20;

WHEREAS, the Library desires to adopt a revised investment policy and has determined it is in the best interests of the health, safety and welfare of the Library to adopt such policy.

NOW THEREFORE BE IT RESOLVED by the Library Board of Pinckney Community Public Library, Livingston County, Michigan as follows:

1. The Library Board hereby adopts and approves the Investment Policy attached as an exhibit to this Resolution.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Kate Pratt, Kate Robertson, Shelly Wagnitz, Patti Nicholson

NAYS: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of Pinckney Community Public Library, County of Livingston, State of Michigan, at a meeting held on October 20, 2022 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.



Secretary

INVESTMENT POLICY

I. Purpose.

It is the policy of the Pinckney Community Public Library ("Library") to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope.

This Investment Policy ("Policy") applies to all transactions involving the financial assets and related activity of the Library except for any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act ("Act 20").

III. Objectives.

Funds of the Library will be invested in accordance with Act 20, as amended, and in accordance with the following objectives in order of priority:

- A. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority; Delegation of Authority.

Authority to manage the investment program is derived from state law, including Act 20, as amended, and the District Library Establishment Act, 1989 PA 24. Management responsibility for the investment program is hereby delegated to the Library Board, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy. No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Library Board. The Library Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after approval by the Library Board, may hire consultants, including a bookkeeper, to assist with Library investments. The Library Board Treasurer shall be the Investment Officer.

V. Authorized Instruments.

In accordance with Act 20, as amended, the Library Board authorizes the Investment Officer to invest the surplus funds of the Library as follows:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions:
 1. Certificates of deposit in accordance with all of the following conditions:
 - a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

- e. At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
2. Deposit accounts of a financial institution that meet all of the following conditions:
- a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each deposit account.
 - e. On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.
- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- E. Bankers' acceptances of United States Banks.

- F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:
 - 1. The purchase of securities on a when-issued or delayed delivery basis.
 - 2. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - 3. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in 5A through 5G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

VII. Prudence.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. Reports

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on

behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict

The Treasurer shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

PINCKNEY COMMUNITY PUBLIC LIBRARY

CERTIFICATION

I hereby certify that I have received the Investment Policy of the Pinckney Community Public Library, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Pinckney Community Public Library funds.

Any investment not conforming with your Investment Policy will be disclosed promptly.

We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.

Institution

Address

Authorized Official & Title

Signature

Date

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____

Youth Summer Reading Event Attendance 2022

Event Name	Attendance	Additional Notes
Baby Time (9 weeks)	99	
Family Story Time (10 weeks)	106	
Reading Therapy Dogs (9 weeks)	173	Students from Light of the World Summer Camp visited
Family Movie Matinee (3 Thursdays)	48	
Yoga for Kids (4 weeks)	52	
Baby Shark Party	22	Made possible in part by a grant from the Michigan Humanities
Octopus Slime	20	Ages 8 and older
Recycled T-Shirt Book Bags	14	Ages 8 and older
Sink or Float! Build Your Own Boat!	10	Outdoors
Pirates of the Lost Sea - Talewise	51	Made possible in part by a grant from the Michigan Humanities
Jellyfish Lanterns	12	Ages 8 and older
Edible Aquifers & Goldfish Tasting	17	Ages 8 and older
All Ages Prize Pick Up	32	
Under the Sea Children's Concert	47	Made possible in part by a grant from the Michigan Humanities
Pirate Treasure Hunt (8 weeks)	75	Scavenger hunt in the library.
	Total	
	778	This is the number of children, it does not include accompanying

Oceans of Possibilities Reading Participation

Babies Birth - 4	12	8600 mintues read
Children 5-12	49	31536 minutes read
Teen	9	9451 minutes read
	Total	49,587 minutes read

; an affiliate of the National Endowment for the Humanities.

; an affiliate of the National Endowment for the Humanities.

; an affiliate of the National Endowment for the Humanities.

; adults.



Hope Siasoco <hsiasoco@pinckneylibrary.org>

Fwd: Summer Reading numbers

Tyra Schmitter [redacted]
To: Hope Siasoco [redacted]

Tue, Oct 18, 2022 at 11:31 AM

[redacted]

[redacted]

----- Forwarded message -----

From: Tyra Schmitter [redacted]
Date: Wed, Sep 28, 2022 at 2:39 PM
Subject: Summer Reading numbers
[redacted]

22 Participants
207 Total Entries
116 Paper Entries
91 Online Entries

Tyra

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[redacted]

[redacted]

To: Friends of the Pinckney Community Public Library
Hope Siasoco, Librarian
Sarah Castle, Children's Librarian
Board of the Pinckney Community Public Library

Proposal to Friends of the Library from member at large Linda Lavey – October 13, 2022

In support of the First Amendment of the United States Constitution and in concert with the stated position of the American Library Association, I propose that the Friends of the Library sponsor the purchase of books from the annual "banned book list," to ensure that these challenged books are available for patrons of the library.

Selection should be left to the judgement of the Librarian and/or the Children's Librarian for those books deemed by them to be good additions to the collection. Although the purpose of this proposal is to support rights of free speech and reject censorship, the needs of the library and the population it serves may allow that some listed banned books, while not censored or rejected, may not be popular or relevant. The goal is to add to the quality and variety of the library's collection, not to overstuff the shelves with banned book no one will check out.

To ensure that the library has resources to maintain a solid representation of the listed banned books, it is proposed that the Friends provide a cash supplement of \$300.00 annually to be dedicated solely to the purchase of titles appearing on the banned book list of the American Library Association. Should such time arrive that the library already owns all the banned books desired for the collection, the librarian(s) should consult with the Friends on disposition of the funds. It is preferred that the funds be spent on books from the banned list.