PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
DECEMBER 15, 2022
9:30 AM
HYBRID BOARD MEETING Draft Minutes

CALL TO ORDER @ 9:30am
Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; LaVerne Read, Trustee; Hope Siasoco, Director; and Sara Castle, Assistant Director/Youth Librarian Staff Liaison

PRESENT VIA ZOOM: Patti Nicholson, Secretary and Jennifer Brennan, Note Taker
Guest: Valerie Niemiec, Putnam Township Clerk

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/JbZBfHEmfhJqgp8R7or email: hsiasoco@pinckneylibrary.org or during the time of the meeting.

Valerie Niemiec offered a "Thank You" to all the board members for all their hard work for the library.

SPECIAL ISSUES
- Guest: Putnam Township Clerk, Valerie Niemiec – Oath of Office for Kate Pratt, Shelly Wagnitz, and Patti Nicholson
- Valerie Niemiec administered the Oath of Office for all three Putnam Township appointed library trustees. The trustees responses were:
  - Kate Pratt - I do
  - Shelly Wagnitz - I do
  - Patti Nicholson - I do
- Kate Pratt and Shelly Wagnitz signed the "Putnam Township Record of Oaths" book after being sworn in
- Patti Nicholson will sign the book at a later date

CONSENT AGENDA
- **CORRECTION/ADDITIONS TO AGENDA**
- **READING OF MINUTES FROM NOVEMBER 17, 2022 HYBRID BOARD MEETING**
- **PRESENTATION OF BILLS:**
  - December 2022 Bills for Review
  - Kate Robertson asked for a change under Bookkeeper's Report on the November Minutes for transferring funds from PNC General Fund to PNC Operations Fund. It should read **$25,000** not $250,000.
  - Kate Pratt made a motion to accept the Consent Agenda as corrected for November and Kate Robertson seconds. All approved and motion passes.

SPECIAL ISSUES
- Welcome New Library Board Member – LaVerne Read – Village Appointment – Takes over Laura Burwell's term, which ends February 1, 2024. LaVerne Read was appointed by the Village Council during their Monday, December 12th Council Meeting. She was sworn into office by Jill Chapman, Village Clerk, on Wednesday, December 14th
- Library Board Annual Officer Elections—the following are the 2023 Officers:
  - Kate Pratt- President
  - Shelly Wagnitz- Vice President
  - Kate Robertson- Treasurer
  - Patti Nicholson- Secretary

- o Kate Robertson made a motion to accept the slate of officers as listed above and Shelly Wagnitz seconded.
  - Roll Call Vote:
    - Shelly Wagnitz - Aye
    - Kate Pratt - Aye
    - LaVerne Read - Aye
    - Kate Robertson - Aye
    - All approve and the motion passed.
- o Board Meeting Schedule and Calendar for 2023
  - Board meetings will remain, for the most part, on the 3rd Thursday of the month at 9:30am
  - The December Annual Meeting, however, will start at 9:00am
  - Kate Robertson made a motion to keep the board meetings on the 3rd Thursday of the month at 9:30am, with the exception that the December Annual Meeting will start at 9:00am and Kate Pratt seconds. All approve and the motion passed.
  - Putnam Township Board Term of Appointment – Kate Pratt—Term ends November 1, 2023
  - Village of Pinckney Board Term of Appointment – Kate Robertson—Term ends September 1, 2023
- o 2023 Holiday Closings and Library Schedule Changes:
  - Request to close the Library on Monday, January 2nd, 2023 in observance of the New Year Holiday on Sunday, January 1^{st,} 2023
  - Request the library be open from 10am-2pm on Friday, April 7th and closed on Saturday, April 8th in Observance of Easter Sunday
  - Request to adjust Saturday hours on November 25th to 10am-2pm (Saturday after Black Friday)
  - Request to close on Saturday, December 23rd (day before Christmas Eve) in observance of Christmas Eve on Sunday, December 24th; Library Closed on Monday, December 25th
  - Request to close on Saturday, December 30th (day before New Year's Eve) in observance of the New Year's Eve holiday on Sunday, December 31st; Library Closed on Monday, January 1st, 2024
    - Kate Robertson made a motion to accept the request for a change to the library hours and dates as stated above in the board meeting agenda and Kate Pratt seconds. All approve and the motion passed.

- o 2022 Budget Readjustment & 2023 Budget Proposal
  - 2022 Excess Revenue discussion:
    - $234,000 estimated Excess Revenue Year-to-Date
    - Transfer to new line items
      - 997.0 - Operation $58,500
      - 998.4 - Capital Outlay $175,500
  - Kate Pratt made a motion to designate the 2022 Excess Revenue to Line Item 997.0-Operation for $58,500 and Line Item 998.4-Capital Outlay for $175,500 and Shelly Wagnitz seconds. All approve and the motion passed.
  - Shelly Wagnitz made a motion to accept the 2022 Budget Readjustment as presented and Kate Robertson seconded. All approve and the motion passed.
  - Shelly Wagnitz made a motion to accept the Proposed 2023 Budget as presented and Kate Pratt seconded. All approve and the motion passed.

  - 2023 Salaries-Wages Proposal
    - See Attached
    - A discussion followed
    - Kate Robertson made a motion to accept the wage and salary increases as described under the 2023 Minimum Wage Adjustment with Proposed Increase (See attached Pinckney Community Public Library 2023 Proposed Salary and Wage Rates Sheet), and Shelly seconded. All approved. Motion passed.

- o Proposal to include Holiday Pay for Part-Time Staff (possibly Library Pages/Substitutes)- Tabled until February
  - A discussion followed
    - Hope asked that the decision be retroactive for all 2023 holidays
- o Impact of New Labor Laws in 2023 – TABLED
  - Improved Workforce Opportunity Wage Act 2023
  - Earned Sick Time Act 2023
  - Board will request to meet with Mike Blum of Foster Swift Collins and Smith PC to go over specific questions on how this may affect the library's current Employee Handbook Employee Benefits Sections

OLD BUSINESS:
- o CDC COVID-19 Tracker: Livingston County at "Medium Rate of Community Level Transmission" and 13.4% test positivity results (Risk Determination Level D in MiSafeStart Map as of December 12, 2022)
- o 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 - Livingston County Measure: **Medium** (About 11.7% new COVID-19 admissions per 100,000 population)
- o Review of COVID-19 Pinckney Library Policies:
  - Face covering encouraged and
  - Social distancing encouraged
- o Update on Proposal for honoring Joan McCloskey, Former Treasurer of the the Pinckney Library Board of Trustees, service to the Library and the Pinckney Community
  - Linda Lavey, Village President, and the Village Council are very interested in passing some sort of resolution to honor Joan's service to the community. She will try to write to government officials to see if she might get a "Thank you for your service" award, as well.
  - Kate Pratt would like a photo of the plate so we can see it.
  - Kate Robertson asked for Joan's address
  - Kate Robertson will be reimbursed
  - Kate Pratt asked Hope Siasoco to request that the township also honor her.

NEW BUSINESS:
Reports:
- Library Progress Report
  - Michigan High Speed Internet Office (MIHI) – Request by Library of Michigan to make sure the new FCC Broadband Map is accurate
  - Update on Lois Kovell's Donor Wall – Pending
    - Question – Should we still invite Community Foundation for SE Michigan to present in January or February of 2023?
    - Board members are still interested in having a meeting.
  - For Board Consideration in 2023—Updating the Board Room furniture and technology? Updating the built-in technology in the Big Program Room?
    - Library built in 2012
    - CPS doesn't offer all the services they used to support
    - Board directed the Director to get an assessment of AV/Tech of the library.
  - Return of Puzzle Palooza (Spring of 2023)—Hope announced that the popular In Person program, Puzzle Palooza, will be returning in February or March of 2023. It will, however, be more limited than previous pre-pandemic version of the program—i.e. will only be in the Big Program Room that has the updated HVAC filters, will only be working on 1,000 pieces, will look into safely providing food and drink to participants, etc
  - Holiday Pop-Up Book Shop Cart—November 25th – December 22nd

- Upcoming Events and Programs—Family Bingo Night on December 8 at 6:30pm; Polar Express PJ Party on December 21, 2022
- Book Discussion Titles (All times 6:30pm-7:30pm): January 24, 2023—*Into the Water* by Paula Hawkins; and February 21, 2023—*The Lighthouse* by Christopher Parker; March 21, 2023—*Remarkably Bright Creatures* by Shelby Van Pelt

- Friends Group Report
  - TABLED - Friends didn't have a December Meeting or Book Sale
- Treasurer's Report
  - TABLED - Bank of Ann Arbor
    - Thank You Donations:
      - Donation of $300 from Judith Mulholland
      - Donation of $122 from Lilly Krezel & Michael Mroz
- Bookkeeper Report - Reviewed and on file
  - Restricted Funds Report for 2022—report has been updated to include the Friends annual grant to support providing and highlighting Banned Books in the library

Issues: None

NEW AND ONGOING BOARD ISSUES: None

CALL TO THE PUBLIC: None

ADJOURNMENT.@ 11:25am
  o Shelly Wagnitz made a motion to adjourn the meeting and LaVerne Read seconds. All approve and the motion passed.

Respectfully submitted by Jennifer Brennan, Notetaker.

Pinckney Community Public Library
2023 Proposed Salary and Wage Rates

Staff Position	Average Hrs.	2022 current rate		Weekly		2023 Min Wage Adjustment w Proposed Increase			Weekly
Library Page									
Page 1	12	$	11.00	$	132.00	$	13.03	$	156.36
						2/23/2023 - if new law passes			
								11.99 starting 1/1/2023	
Library Assistants									
Library Assistants	22	$	17.47	$	384.34	$	18.97	$	417.34
Library Assistants	24	$	15.85	$	380.40	$	17.20	$	412.80
Library Assistants	25	$	17.23	$	430.75	$	18.78	$	469.50
Library Assistants	7	$	13.98	$	97.86	$	15.23	$	106.61
New Library Assistant	14	$	12.50	$	175.00	$	13.62	$	190.68
								after 10/6/2023	
						$		12.50 starting 1/1/2023	
New Library Assistant	12	$	12.50	$	150.00	$	13.62	$	163.44
								after 10/27/2023	
						$		12.50 starting 1/1/2023	
Senior Library Assistants (Full Time)									
MeL Coordinator	34	$	19.42	$	660.28	$	21.16	$	719.44
Web Admin	32	$	24.23	$	775.36	$	26.41	$	845.12
Office Manager	34	$	22.10	$	751.40	$	24.00	$	816.00
Assistant Director/Youth Librarian									
	35	$	45.00	$	1,575.00	$	50.10	$	1,753.50
		Total		$	5,512.39			$	6,050.79
		Annual Total		$	286,644.28			$	314,641.08
		2022 Budget Allowance		$	272,000.00	**2023 Budget Allowance**	$	315,000.00	

Director/Adult Services Librarian

Salaried $ 125,000.00 $ 136,250.00

What Is the FCC's New Broadband Map and Why Does it Matter?

Jake Varn, Lily Gong

Getty Images

The Federal Communications Commission on Nov. 18 released an updated map detailing broadband availability nationwide that will be used to allocate $42 billion in federal funds to states and territories to help expand access to affordable high-speed internet. The agency will update the map every six months with data supplied by internet service providers (ISPs) and allow states, local communities, and the public to submit challenges to its accuracy.

As required by the Infrastructure Investment and Jobs Act (IIJA), enacted in 2021, the National Telecommunications and Information Administration (NTIA) will use the map to allocate Broadband Equity, Access, and Deployment (BEAD) funds. That process will distribute funds based on the number of unserved locations in each jurisdiction, with additional consideration for the number of areas where deploying service will be most expensive. The IIJA also requires states to use the FCC map as a baseline for the BEAD-funded grant programs that they will operate, although policymakers can propose using state-developed maps and additional data to inform final funding decisions.

Experts expect that the FCC map will require several iterations before it accurately reflects broadband availability in many areas. But there are concerns over how quickly the map can be improved before NTIA will need to rely on it for allocating the BEAD funds to states. To make the most of this historic federal investment, states will need to build out the FCC map with their own mapping and data collection efforts as quickly as feasible.

Understanding the FCC map

The map has been built on two distinct data sets: what is known as the "broadband serviceable location fabric" and provider-submitted service availability data. The location fabric shows individual structures such as homes and businesses that could use broadband service, while the service data shows where ISPs offer broadband service. The agency's previous attempts to track broadband availability showed only census block-level data and, as a result, broadly overstated who had service. The agency's new approach to display service availability data at the level of individual structures will create far more granular maps.

To improve the accuracy of these data sets, the FCC also created a process for states, local communities, and the public to challenge the location fabric and service availability data. For example, New York announced in October that it had submitted a bulk challenge for more than 31,000 locations that were missing from the first iteration, compared with the state's own map of unserved locations.

To guide state broadband offices and local officials in this process, The Pew Charitable Trusts along with our partners at The National Broadband Resource Hub hosted an FCC mapping webinar in October that highlighted how states and local officials can participate in this process.

Importantly, the FCC's newly published map does not yet include these challenged locations. Once location fabric challenges are resolved, the updated data will be distributed to providers before the next round of reporting, which will start on Dec. 31. The window to challenge the service availability data is now open and submissions will be processed on a rolling basis.

Potential concerns

Although the FCC's new map is more granular than earlier versions, stakeholders, including providers and local leaders alike, are concerned about lingering blind spots. First, as New York's challenge suggests, the initial location layer used by providers was missing a significant number of locations, and providers could not report service at a location if it did not appear on the map.

Second, although public challenges to the map will be accepted on a rolling basis, there is a short window when a challenge can affect NTIA's funding allocation formula. NTIA recommends submitting challenges before Jan. 13 in order to make it into the version that will be used to set the state BEAD allocation formula, which will be announced by June 30. If the full scope of unserved locations in a state is not reflected on the map by that time, that state might not receive its fair share of funding.

Further, the process for submitting challenges can be complicated and time consuming, making it difficult for stakeholders to submit valid challenges in time. For example, speed tests, a common tool for crowdsourcing maps of broadband service, <u>are not considered by the FCC as sufficient evidence</u> on their own for challenging fixed service on the map, although they will be allowed for challenging mobile service.

Lastly, because of its design, the new map displays only where broadband service is "available," without capturing the affordability or quality of the service offered. This binary definition of internet access is insufficient for what NTIA and states will need to ensure that every American has access to reliable, affordable high-speed internet.

The FCC's new map is far more sophisticated than its predecessors, but its structure raises more sophisticated challenges as well. Improving the accuracy of the map through this first public challenge window—before NTIA sets the funding allocation for the BEAD program—will be critical to ensure that each state has sufficient funding to make progress in closing the digital divide.

Jake Varn is an associate manager and Lily Gong is an associate with The Pew Charitable Trusts' broadband access initiative.

Article November 18, 2022
Projects: <u>Broadband Access</u>
Topics: <u>Infrastructure</u> & <u>U.S. State Policy</u>
Experts: <u>Kathryn de Wit</u>
Places: <u>United States</u>
Related ExpertS

 Gmail

Hope Siasoco <hsiasoco@pinckneylibrary.org>

Summary report for organization 'PCPL': November 2022

Cisco Meraki <reports-mailer@meraki.com>   Thu, Dec 1, 2022 at 9
To: hsiasoco@pinckneylibrary.org

Summary report for organization 'PCPL'

November 2022

SSID: "Library Wireless"

POWERED BY

cisco Meraki

Anomalies

Nov 27th: Above average usage for a Sunday
Bandwidth usage was 1313% higher than the last 10 Sundays recorded

View 1 more
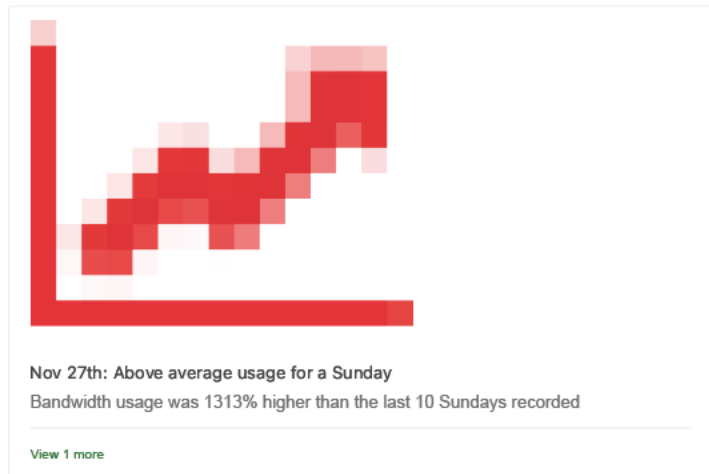
Usage stats

TOTAL DATA TRANSFERRED	**98.90** GB	TOTAL DATA DOWNLOADED	**82.06** GB	TOTAL DATA UPLOADED	**16.84** GB

Usage over time

Port Utilization Graph

|
0

▨ Unused ports (0)

Client stats

TOTAL UNIQUE CLIENTS	143	AVERAGE # OF CLIENTS PER DAY	9	AVERAGE USAGE PER CLIENT	**708.2** MB

Clients per day

Splash page
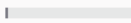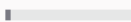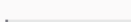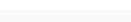
NUMBER OF CLIENTS TO REQUEST PAGE	1	NUMBER OF CLIENTS GRANTED ACCESS	0

Top clients by usage
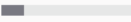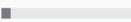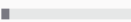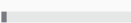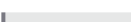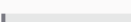
Description	Usage	% Usage	
███████████	12 01 GB	▰▱▱▱▱	12.14%
███████-iPhone	10 09 GB	▰▱▱▱▱	10.20%
████████████	9.75 GB	▰▱▱▱▱	9.86%
MI-██████	4.62 GB	▰▱▱▱▱	4.67%
██████████	3.92 GB	▰▱▱▱▱	3.96%
██████████	3.55 GB	▰▱▱▱▱	3.59%
██████████	3.09 GB	▰▱▱▱▱	3.12%
DESKTOP-█████	3.01 GB	▰▱▱▱▱	3.04%
█████████████	2.31 GB	▰▱▱▱▱	2.34%
XBOXONE	2.27 GB	▰▱▱▱▱	2.29%

Top client device manufacturers by usage
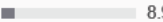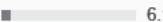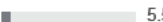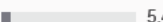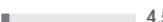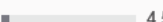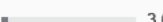
Manufacturer	Usage	# Clients	% Clients	
Other	50.88 GB	81	▰▰▰▱▱	56.64%
Apple	19.21 GB	13	▰▱▱▱▱	9.09%
Intel	18.00 GB	28	▰▰▱▱▱	19.58%

Manufacturer	Usage	# Clients	% Clients	
Hon Hai/Foxconn	3.01 GB	1		0.70%
Microsoft	2.27 GB	1		0.70%
CHONGQING FUGUI...	1.87 GB	4		2.80%
AzureWave Technology	1.24 GB	3		2.10%
LG Electronics (Mobile...	783.1 MB	1		0.70%
Rivet Networks	586.1 MB	1		0.70%
Samsung	513.9 MB	3		2.10%

Top application categories

Category	Usage	% Usage	
Other	44.49 GB		45.44%
VoIP & video conferencing	15.3 GB		15.63%
Video	6.99 GB		7.14%
Software & anti-virus updates	6.08 GB		6 21%
P2P	5.15 GB		5 26%
Music	4.95 GB		5 05%
Online backup	3.04 GB		3.10%
Cloud services	2.51 GB		2 57%
Remote monitoring & management	1.62 GB		1.65%
Social web	1.52 GB		1 55%

Top applications by usage

Application	Usage	% Usage	
Encrypted TCP (SSL)	12 24 GB		12.37%
Zoom Meetings	8.87 GB		8.96%
Apple services	6.19 GB		6.25%
Miscellaneous secure web	6.07 GB		6.14%
Google Services	5.44 GB		5.50%
Akamai	5.4 GB		5.46%
Sta istical P2P	4.51 GB		4.56%
iTunes	4.45 GB		4.50%
YouTube	4.12 GB		4.16%
Apple Updates	3.6 GB		3.64%