

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
APRIL 20, 2023
9:31 AM
HYBRID BOARD MEETING MINUTES

CALL TO ORDER @ 9:31am

ABSENT: Kate Pratt, President; Jennifer Brennan, Board Notetaker

PRESENT: Shelly Wagnitz, Vice President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; LaVerne Read, Trustee; Hope Siasoco, Director; Debbie Stewart, Staff Liaison; Sara Castle, Assistant Director/Youth Librarian; Tyra Schmitter, Staff.

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.

CONSENT AGENDA

✚ CORRECTION/ADDITIONS TO AGENDA

- Move to top of special issues discussion "Laptop Lending"

✚ READING OF MINUTES FROM MARCH 16, 2023 HYBRID ANNUAL BOARD MEETING

- Correction to Proposed Upgrade to Fire Alarm Panel second bullet point to read: 5 year monitoring contract instead of maintenance contract.

✚ PRESENTATION OF BILLS:

- April 2023 Bills for Review
- Patti motions to approve consent agenda with corrections. Kate Robertson seconds the motion. All approved and motion passes.

SPECIAL ISSUES

- Review of Pinckney Library Section XI – Technology Policy
 - Updated Laptop Lending Policy—Subcommittee met to discuss updating the Laptop Lending Policy.
 - Should Laptops Leave the Library Building—Tyra confirmed that the laptops all have deep freeze installed so any laptop that will leave the building can only be used as an internet browser since nothing can be saved on the laptop itself. LaVerne stated concerns about a high value item such as a laptop be checked out and the possibility of it being stolen. Sara added that Wi-Fi hotspot units can be shut off remotely but a laptop cannot be shut down remotely. Kate Robertson suggested we focus on in-library laptop use for now and continue discussion of off-site borrowing in the future.
 - Kate Robertson makes a motion to approve Laptop Lending Policy. Shelly seconded. All approved and motion passes.
- National Library Week – April 23 – 29, 2023
 - Tuesday, April 25, National Library Workers Day
 - Discussion about giving our library workers gift cards as a thank you. Kate Robertson suggested using Tango as an online gift card service.
 - Gift cards will be recorded in Board meeting expenses. Line item 674 is where the funds will be taken from.
 - Kate made a motion to celebrate National Library Workers Day by giving each staff member a gift card of \$30 each. Additional required setup fees are included in the budget. LaVerne seconded. All approved and motion passes.
- Social Media Policy for the Pinckney Library
 - Shelly motioned to approve Social Media Outreach Policy as presented. Kate seconded. All approved and motion passes. (See attached)
 - Hope will assign this Policy its own Section to be placed after the Technology Policy and before Patron Behavior Policy.
- Reminder: Library Audit, Thursday, April 20. Auditors are reviewing documents currently.

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at "Low Rate of Community Level Transmission" and 11.3% test positivity results (Risk Determination Level C in MiSafeStart Map as of March 6, 2023)

- 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: **Low** (About 8.4% new COVID-19 admissions per 100,000 population)
- Review of COVID-19 Pinckney Library Policies:
 - Face covering encouraged and
 - Social distancing encouraged
- Update on Proposed Upgrade to Fire Alarm Panel – National Time and Signal
 - The Fire Alarm Panel Subcommittee, including Scott Mills, Library Building Coordinator, Hope Siasoco, Library Director, and Shelly Wagnitz, Board Liaison, met to discuss plans for whether to replace the current Fire Alarm Panel. They had a telephone conference with Connor Bartle of National Time and Signal to gather more information. Based on Shelly's preliminary research and in confirmation with Connor's information, the cost of replacing the entire panel would be between \$20,000 and \$50,000. According to Connor, the current fire alarm panel itself is built to have aging components swapped in/out as needed.
 - Shelly motioned to approve the two quotes from National Time and Signal: 1) The cellular dialer installation and service in the amount of \$1527.69, and 2) The cellular monitoring plan with supervision for 6 years at \$70 per month. Kate seconded. All approved and motion passes.
- Update on Proposal for honoring Joan McCloskey, Former Treasurer of the Pinckney Library Board of Trustees, service to the Library and the Pinckney Community—Hope reported that she had sent the certificate of appreciation from the Library of Michigan and the Village Council's Resolution to Acknowledge and Thank Joan for her service to the Library and Community to Joan last month. Kate Robertson gave an update on the commemorative plate and display stand, which has been ordered and will be shipped to Kate's house. Once the plate arrives, a photo will be taken to be framed and showcased in the entrance hallway before being shipped to Joan McCloskey. Kate Robertson will turn in a reimbursement form for the expense of the commemorative plate and shipping costs.
- Special Meeting – Presentation by Randy Ross from Community Foundation for Southeast MI, May 4th at 9:30am, has been agreed upon by board. Randy will go over what endowments are and how to get one started with the Community Foundation for Southeast MI. Hope also reminded the Board of other alternatives/opportunities for investing the bequest received from Lois Kovell's estate. See Treasurer's Report regarding opening two Bank of Ann Arbor Accounts.

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Spectrum Enterprise Account Number Changes in the next two months. Discussion ensued about setting up autopay for this bill or continuing to write a check and mail it to Spectrum. Continuing to write a check was decided upon by the Board.
 - Update on the Seed Library Collection—Hope will work with staff to compile a seed request form online so patrons can let us know what type of seeds are wanted. Shelly suggested a paper list of seed requests to be posted at the seed library area as well.
 - Food Drive to benefit Farley Hill Elementary Food Pantry – April 24 – 29, 2023
 - 2023 Livingston County Solid Waste Recycling Events
 - Update on Stuffed Animal Sleepover on April 6. Very popular event.
 - Update on Library Events:
 - Yoga is for Everyone – extended for additional 8 Wednesdays ending on May 24, 2023 at 10:30am – 11:30am with Instructor, Bonnie Frizzell. Instructor is still deciding if she wants to continue yoga during the summer.
 - Baby Time Story Time: Mondays from 10am-11am. Attendance is wonderful. This week 23 babies were in attendance.
 - Family Story Time: Tuesdays from 11am-12pm
 - Fenton Ballet Theater Presents Story Time with Madeline—Friday, April 14, 2023 at 10:30am-11:30am. Event was well attended and unique.
 - Off the Shelf Book Discussion—Tuesday, April 18, from 6:30pm-7:30pm; April's book title: *Into the Water* by Paula Hawkins
 - Oscar Movie Showing—2023 Best Picture Film—Everything Everywhere All at Once—Wednesday, April 26 at 6:30pm
 - Life Size MarioKart—Saturday, April 29 from 11am-12pm. Already 16 participants registered.

- Genealogy Presentation: Seeking Dead People: Cemetery Research Online & In Person— Saturday, May 6 at 1pm-2pm. This will be a hybrid presentation. The presenter will be in the library while Hope will operate the Zoom online component.
- ✚ Friends Group Report—Reviewed and On File.
 - Hope shared the March Friends Group Minutes. Linda Lavey, Friends Secretary, did submit a report for the Friends April 13 Meeting, but not until the Board meeting had already started. Hope will include the Friends April 13 Meeting Minutes in the Board's May 18 meeting instead.
 - Big discussion is about set up for the big Art in Park Book Sale on June 2, 3, and 4.
- ✚ Treasurer's Report—Reviewed and On File.
 - Bank of Ann Arbor Update:
 - Kate Robertson opened 2 accounts at Bank of Ann Arbor:
 - 1) \$70,000 was deposited in a 12-month CD with an interest rate of 4.25%.
 - 2) \$15,000 was deposited in a savings account with 1% interest rate. No penalties for withdrawals. Minimum \$500 balance. Withdrawals up to 6 per month.
 - Hope and Dianne, our library bookkeeper, should have online access to check these accounts for reports.
 - Shelly made a motion to add Patti Nicholson as a signatory on the Bank of Ann Arbor accounts. LaVerne seconded. All approve and motion passes.
 - Kate Robertson will follow up with Huntington Bank regarding the \$10 monthly fee being imposed on the library's PayPal account.
 - Library Audit on Thursday, April 20—Shelly Wagnitz, in her capacity as Vice President, and Kate Robertson, in her capacity as Treasurer, Hope Siasoco, Library Director, and Dianne Gonzales, Library Bookkeeper, each signed the necessary contracts, documents and testimonials required by our auditors at Campbell Auditing.
- ✚ Bookkeeper Report—Reviewed and On File.
 - Monthly transfers from General Fund to Operations Fund in PNC—Kate motions to increase monthly transfers from general fund to the operations account to \$60,000. Patti seconds. All approve and motion passes.

Issues:

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Library Page position benefits—TABLED

CALL TO THE PUBLIC--None

ADJOURNMENT at 11:15 am

Patti motions to adjourn. Shelly seconds. All approve, motion passes, and meeting is adjourned.

Respectfully submitted by Patti Nicholson, Secretary

Section XIII - Social Media Outreach Policy

Approved 20 April 2023

The Pinckney Community Public Library sponsored social networking outlets (e.g. Facebook profiles, Twitter feeds, YouTube videos, etc.) are a place for individuals to share opinions about library related subjects. Comments are encouraged, but Pinckney Community Public Library reserves the right to edit, modify, or delete any comment. The following content will be removed:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Commercial promotions or spam
- Comments and/or hyperlinks unrelated to a given post, forum, or discussion

The Pinckney Community Public Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the Pinckney Community Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Notwithstanding the foregoing, Pinckney Community Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted.