

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING

June 15, 2023

9:30 AM

HYBRID BOARD MEETING Minutes

CALL TO ORDER @ 9:30 am

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

ABSENT: Patti Nicholson, Secretary

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.

Public: None

CONSENT AGENDA

- ✚ **CORRECTION/ADDITIONS TO AGENDA**
- ✚ **READING OF MINUTES FROM APRIL 20, 2023 HYBRID REGULAR BOARD MEETING AND MAY 4, 2023 SPECIAL BOARD MEETING**
- ✚ **PRESENTATION OF BILLS:**
 - May 2023 Bills for Review
 - June 2023 Bills for Review

 - Kate Pratt made a motion accept the Consent Agenda as presented and Kate Robertson seconds. All approved and motion passed.

SPECIAL ISSUES

- Pandemic Policy Review
 - Should the library continue tracking and reporting COVID-19 numbers?
 - Kate Robertson made a motion to remove this item from the agenda and Kate Pratt seconds. All approved and motion passes.
 - Library response to end of COVID-19 pandemic in May
 - Kate Robertson made a motion to leave the decisions about the health and safety set-up of the physical library to the staff and the Library Director and Kate Pratt seconds. All approved and the motion passed.
- Review of Pinckney Library Section XI – Technology Policy
 - The Policy Subcommittee streamlined the policy and the simplified wording.
 - Shelly Wagnitz made a motion to approve the updated Technology Policy as presented and Kate Robertson seconds. All approved and the motion passed.
- For Board Consideration - Federal Pregnant Workers Fairness Act Takes Effect
 - Not required of the library until the Federal threshold of employees is reached.
- State of MI Records Retention and Disposal Schedule
 - Rule of Thumb- 7 years for official records (not copies) sometimes 10 years if required to be kept longer. Historical items related to the building should be kept forever—including construction projects and land acquisitions.
 - The Library Director strongly suggests the board members read the schedule.
- 2023-2024 Building Insurance Coverage
 - Available in the June Board Meeting Dropbox Folder

- Umbrella Policy is also included, which has coverage for staff workers on the clock outside of the library.
- The policy was renewed, and the library is covered.

OLD BUSINESS:

- Update on National Time & Signal Fire Alarm Panel
 - Installation of new panel with cell dialer: June 22 @ 3pm
 - Scott Mills is coordinating this work with Connor from National Time & Signal.
 - The library will contact AT&T and inform them of cancelation by certified mail once the new panel is installed.

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Notes from June 9 Library of Michigan Directors Meeting
 - Social Media is covered in the record retention schedule
 - A discussion followed
 - The library board tasked the library staff administrating our Facebook page to download and retain necessary social media records annually.
 - Re: discussion of credit card acceptance, Pinckney Library is allowed to accept credit card payments and we have a credit card acceptance policy since 2010.
 - Library 2022 General Audit, Bond Audit and Qualifying Statements
 - Current Audit, Bond Audit and Qualifying Statements were uploaded to the June Meeting Dropbox folder.
 - The Director suggests the board review the documentation.
 - Hope will bring the correct 2022 audit copies to the next meeting.
 - Food Truck Fridays at the Park - Friday, June 30 at 12pm - 8pm—the library will be participating in Food Truck Fridays again in 2023
 - Start of Youth Summer Reading Program: All Together Now, Monday, June 12, 2023 (see upcoming SRP events flier and instructions)
 - Reminder: Adult Summer Reading Program starting on Saturday, July 1, 2023
 - New service offering over the summer: Tech Help at PCPL: June 13, June 20, June 27, July 11, July 18, and July 25 at 4:30pm- 7:30pm. Liam Castle, our summer library substitute is providing the help.
 - Update on Library Events:
 - Yoga is for Everyone - canceled until August 16, 2023
 - Baby Time Story Time: Mondays from 10am-11am
 - Family Story Time: Tuesdays from 11am-12pm
 - Therapy Dogs Rock: Tuesdays from 11:30am-12pm
 - *Off the Shelf* Book Discussion - Tuesday, June 20, from 6:30pm-7:30pm; June's book title: *Cloud Cuckoo Land* by Anthony Doerr
 - Family Movie Matinee Showing - Sonic the Hedgehog (2020) (Rated PG) on Thursday, June 15, 2023 at 3pm-5pm
 - Build It! - Saturday, June 17 at 10am-12pm
 - Family Caribbean Steel Drum Concert - Wednesday, June 21 at 11am-12pm
 - Evan Haller Children's Concert - Friday, June 23 at 11am-12pm
 - Friends Forever: Friendship Jewelry Extravaganza - Wednesday, June 28 at 4pm-5pm
- ✚ Friends Group Report- Reviewed and on file
- ✚ Treasurer's Report- Reviewed and on file
 - Bank of Ann Arbor update – The Library Director and the Bookkeeper were able to get set up for online access.
 - The Treasurer is a signatory. The Secretary will be added as a signatory ASAP.
- ✚ Bookkeeper Report- Reviewed and on file

Issues: None

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions -- TABLED
 - Library Page position benefits
 - Pandemic Policy Review

CALL TO THE PUBLIC: None

ADJOURNMENT @ 10:37 am

- Shelly Wagnitz made a motion to adjourn the meeting and Kate Robertson seconds. All approved and the motion passed.

Respectfully submitted by Jennifer Brennan, Notetaker.