

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**AUGUST 17, 2023**  
**9:30 AM**  
**HYBRID BOARD MEETING Draft Minutes**

**CALL TO ORDER @ 9:29 am**

Present: Kate Pratt, President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Shelly Wagnitz, Vice President; Hope Siasoco, Director; Debbie Stewart, Staff Member; Sara Castle, Assistant Director/Youth Librarian, and Jennifer Brennan, Note Taker.

ABSENT: LaVerne Read, Trustee

Public: Zoe Usitalo, Girl Scout, with Monica her Scout Leader

President's Announcement regarding Public Comment Section

**PUBLIC COMMENT:** None

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**

**+ READING OF MINUTES FROM JULY 20, 2023 HYBRID BOARD MEETING**

**+ PRESENTATION OF BILLS:**

- o August 2023 Bills for Review
- o Corrections to the Minutes from July 20 Meeting:
  - Under "Old Business"—3<sup>rd</sup> bullet point: dangling sentence. Hope will finish the sentence to read: "Update on the gift plate acknowledging Joan McCloskey's service to the library and community—it would make a better impact to have Hope Siasoco & Kate Pratt deliver the gift plate in person. Hope will coordinate when this can happen."
  - Correct the skip in that same sentence
- o Kate Pratt made a motion to accept the Consent Agenda with corrections to the minutes and Shelly Wagnitz seconds. All approved and motion passed.

**SPECIAL ISSUES**

- o Girls Scout Project – Proposal for a Library Rock Garden
  - Zoe Usitalo, a Girl Scout, is proposing to do a Rock Garden to help improve mental health for the community using any available space outside of the library building
    - Silver Award – Rock Garden
      - o Second highest award
      - o Done during middle school
      - o Must affect the community
      - o Earn a Journey Award prior to attempting
    - Design photos presented in attached proposal letter
    - How will it work? Supplies will be available in the library for community members who want to add to the rock garden
    - How will it start? Zoe will get others to help paint the starter rocks
    - How long will it last? Envisioned to be a permanent addition to the Library's grounds
    - How will it be maintained? She will try to help maintain it to start but hopes it continues to grow on its own
    - How will you gauge that it was successful? Zoe likes art and this will help others express themselves and help with mental health
    - Why the library? Zoe lives nearby and believes the library is a nice place where people come and use its services
    - Board suggests a budget, outreach description, and long-term care suggestions
  - Kate Robertson made a motion to approve Zoe's Silver Award Project with the understanding that the library board requires updates and coordination with library for the actual location and Shelly Wagnitz seconds. All approve and the motion passes.

- 2023 Livingston County Trustees & Directors Meeting – hosted by Howell Carnegie Library, November 1, 2023
  - in the evening, no time stated yet
  - possible topics requested
    - MLA new campaign “Right to Read”
- Library of Michigan August 11 Directors Meeting Notes
  - Hope shared notes of topics brought up during this meeting that would be of interest to the Library Board
  - Library Law Office Hours with Clare Membiela – every third Thursday of the month starting August 17 at 3pm; registration required
    - Will be held via Zoom
    - Others may “attend” just to listen but they still need to register first
  - 501C(3) issues were discussed, mostly as they pertain to the Friends Group. Hope will need to bring this up with the Friends at their next meeting
- Library Insurance Coverage Review
  - Shift in “Premises Liabilities Cases” – email from Foster Swift Collins & Smith, PC on August 3, 2023, Subject Line: What are property owners liable for now?
    - Kate Pratt mentioned library re-carpeting of broadloom to carpet tiles – This will be presented in the September board meeting by Kyle Haning of Library Design Associates
  - Crime Protection—tabled until Brown & Brown can attend to discuss this issue during the Board’s September 21 meeting
  - Cyber Security Insurance Coverage
    - The director contacted CPS about their procedures on mitigation if/when the library servers and computers are attacked
    - Verso keeps our patron database server on the cloud and house out of state, not here on library premises. Payroll information—majority on Quickbooks Cloud and Paylocity—the library’s payroll company. Hope needs to discuss which files are located where and what their level of security is
      - What are these vendors policies/procedures?
    - More research about issues related to legal, insurance, monetary, and vendors responsibilities is needed on this topic
    - This topic will be revisited during the September board meeting

**OLD BUSINESS:**

- Should Library Start an Endowment Fund
  - Not at this time. The library will keep its current Liz Colone Endowment Fund through the Community Foundation as its only endowment fund at this time
  - Continuing Deliberation
    - \$15,000 in Savings Account at Bank of Ann Arbor
    - CD ladder at Bank of Ann Arbor is an option
    - The Board will look into diversifying fund assets for the library

**NEW BUSINESS:**

**Reports:**

- ✚ Library Progress Report
  - Update on Temporary Office Manager position
    - Karen Sala has taken on the position and is being trained by Dianne, our bookkeeper
  - National Time and Signal
    - The new cellular dialer is now up and running
    - Need to cancel current AT&T contract
    - Scott Mills will be contacting AT&T
  - Library Circulation Statistics Report
    - See attached
  - Verizon Mobile Device Management Solutions – extra \$1/month per line
    - The Board deemed this extra service not necessary for all the library’s hotspots
  - REMINDER: Adult Summer Reading Program, “Be(e) Kind” - started July 1, 2023, goes until September 5, 2023
    - Change to prizes: all participants in the program gets a prize
  - Food Truck Fridays at the Park - Friday, August 18 from 12pm - 4:30pm

- LaVerne Read will be volunteering for part of the time
  - Back-up volunteer – Kate Pratt
- Update on Library Events:
  - Yoga with Shannon - a return of Wednesday morning Yoga from August 16 – November 15 at 10:30am – 11:30am
  - Baby Time Story Time on hiatus until September 11
  - Family Story Time on hiatus until September 12
  - Wreck-it-Journals - ages 8 and older: Wednesday, August 2, 2023 at 4pm-5pm
  - Saturday Summer Dungeons & Dragons, July 22 – August 12 from 1pm-3pm
  - All Together Now, Youth Summer Reading Program Party - August 9, 2023 at 3pm
  - Off the Shelf Book Discussion - Tuesday, August 22, from 6:30pm-7:30pm; August' book title: *Demon Copperhead* by Barbara Kingsolver
  - Viewer's Choice Movie Showing - Wednesday, August 30, starting at 6:30pm - movie title: Women Talking (Rated PG-13; runtime: 1hr 44min)
- ✚ Friends Group Report - Reviewed and on file
  - Return of monthly Book Sales starting Saturday, August 19 from 10am-2pm
  - Friends Meeting - Thursday, August 17 at 6:30pm
- ✚ Treasurer's Report- Reviewed and on file
  - Bank of Ann Arbor update
    - \$729.50 CD check
  - Patti Nicholson is still not a signatory but will be one soon
  - Update on first deposit check to Library Design Associates for the Lois E. Kovell Donor Wall—Patti was able to get a cashier check from Huntington Bank transferred to the library's operations account in PNC. Library sent the first deposit check payment to LDA for the donor wall
- ✚ Bookkeeper Report- Reviewed and on file

**Issues:** None

#### **NEW AND ONGOING BOARD ISSUES**

- Policy for Cyber Security Response? (Tied to Library Privacy Act under Library's Circulation Policy)
  - There is a White House initiative to focus more attention on cyber security in K-12 schools. They will be holding conferences with educators and private security companies. It is an initiative to raise awareness of cyber threats and how to deal with them. Via the Director's meeting - It is good for public libraries to pay attention, too
  - Changes to the current Cyber Security Laws require that the Pinckney Library include a statement regarding its plans for mitigation to be included in the Library Policy Manual. This Cyber Security Statement should take into consideration the Library Privacy Act
    - Library Policy needs to include a Cyber Security Response Statement. Current references to the Library Privacy Act is in the "Circulation" section of the Policy Manual
    - Talk to Brown & Brown regarding liability insurance related to Cyber Security. Our agent at Brown & Brown will be a guest during the September meeting. All questions regarding this topic can be directed to her then
- Employee Handbook Revisions
  - "Library Page" position benefits
    - Vacation Pay & Paid Time Off
      - Remove "Library Page" from exemption list in these sections
    - Kate Robertson made a motion to remove the position of "Page" from the exemption of these benefits under Section 9 **Employees Benefits: Part A. Vacations and Part B. Personal Days and Sick Leave** to be effective immediately and Patti Nicholson seconds. All approved and the motion passed.
- The Director has been tasked to research and hire an inspector to check the building for critters.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT@ 11:26 am**

Kate Robertson made a motion to adjourn and Patti Nicholson seconds. All approve and the motion passes.

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

To whom it may concern:

My name is Zoe, and I am a cadette in Girl Scouts and I would like to earn Girl Scout Silver Award which is the second highest award in Girl Scouts. To do so, I have chosen to focus on mental health.

I was wondering if you would allow me to create a rock garden for the library. Anyone would be able to take one for inspiration, leave one for motivation, or leave one to help our garden grow. This garden would be able to brighten peoples days, with inspirational words. It could also help unleash people's creativity through the art people create.

Here are a couple examples



I would be able to complete this garden in the fall. This garden could be placed anywhere that seems to fit, indoors or outdoors. I can be very flexible about location. I would also leave a supply of clean rocks and paint pens.

In addition to promoting mental health, I love to see how creative people can be with words and art. So a rock garden would be a wonderful place to achieve this. I hope you allow me to create this garden here as it would be a wonderful addition to the Library.

Sincerely,

Zoe Usitalo

You can reach me at (517) 245-3061

## **Circulation Turnover Report**

From Sara Castle – August 2, 2023

**June 1 - August 2 2023 we circulated 5,175 total items.**

**1,388 were picture books.**

**Approximately 100 items a day.**

Our total circulation in 2023 as of August 2 is 16,448. Keep in mind 5,175 were in June and July. So Jan - May (5 months) was 11,273 (approximately 87 items a day). Our total collection we are responsible to keep organized is 37,213.