

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**SEPTEMBER 21, 2023**  
**9:30 AM**  
**HYBRID BOARD MEETING MINUTES**

**CALL TO ORDER @ 9:30 am**

Kate Pratt, President; Shelly Wagnitz, Vice-President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Hope Siasoco, Director; Sara Castle, Youth Librarian/Assistant Director; Judy Wismont, public; Scott Mills, Library Building Coordinator and public

Attended via Zoom: Lisa Kennedy, presenter, and Kyle Haning, presenter

ABSENT: Jennifer Brennan, Notetaker

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.

**SPECIAL ISSUE REGARDING PINCKNEY LIBRARY MILLAGES**

- Truth in Taxation Roll Call Vote: Truth in Taxation—The Pinckney Community Public Library held a public hearing on Thursday, September 21, 2023 at 9:32 am for the purpose of receiving comments on the 2023 library millage rate of 1.4067 mills and another one for .5772 mills.
- The 2023 tax rate request passed in August 2020 and to be collected in December 2023, is computed at 1.4067 mills, which includes a Headlee Millage Reduction Fraction of 1.0000, and is due to expire in 2026. The purpose of this millage is to support the operations of the current library facility. A second millage tax rate request, passed in February 2011 and will be collected in December 2023, is computed at .5772, which includes a Headlee Millage Reduction Fraction of 1.0000 and is due to expire in 2040. This millage is to support the operation of the current library and for debt reduction. Shelly Wagnitz moves to adopt the millage rate to be used in 2024 as read; Kate Robertson seconded motion.

Roll call votes:

- Kate Pratt votes aye
- Shelly Wagnitz votes aye
- Kate Robertson votes aye
- Patti Nicholson votes aye
- All present voted to approve. Motion passed.

- 2023 Tax Rate Request from Livingston County (L-4029)
- The 2023 request will be signed, dated, filed, and will be submitted to the Putnam Township Clerk and the Livingston County Clerk and Equalization Department before the deadline. The 2023 new tax rate request for operations millage is computed at 1.4067 and is due to expire in 2026, and a second millage tax rate request is computed at .5772 and is due to expire in 2040. Shelly Wagnitz moves to approve the request. Kate Pratt seconded the motion.

Roll Call votes:

- Kate Pratt votes aye
- Shelly Wagnitz votes aye
- Kate Robertson votes aye
- Patti Nicholson votes aye
- All present voted to approve. Motion passed. Patti Nicholson, Secretary, and Kate Pratt, President, will sign the form. The report is on file at the library.

**CONSENT AGENDA**

- ✚ **CORRECTION/ADDITIONS TO AGENDA**
- ✚ **READING OF MINUTES FROM AUGUST 17, 2023 HYBRID BOARD MEETING**

## **PRESENTATION OF BILLS:**

- September 2023 Bills for Review
- Patti Nicholson motioned to approve consent agenda. Kate Pratt seconded. All in favor and motion passed.

## **SPECIAL ISSUES**

- Library Insurance Coverage Review (presenter: Lisa Kennedy from Brown & Brown Insurance)
  - Crime Protection; discussion of additional insurance coverage for theft. Clarification that this is only for employee theft.
  - CyberSecurity Insurance Coverage; discussion of cyber security insurance coverage.
  - Board reached consensus that neither additional insurance coverage is required at this time.
- Library Design Associates, Inc. Presentation on Library Recarpeting Project (presenter: Kyle Haning, Library Specialist)
  - The broadloom carpet in youth office, entryway, and staff offices is worn. Current carpet tiles have been discontinued. A complimentary carpet tile design would be chosen.
  - Kyle recommended doing the carpet installation all at once for efficiency of installation and assuring that the type of carpet will be available as carpet designs can change over time. The library would need to be closed for 4 days for installation.
  - The board requested a quote including recarpeting in the west side of the building in addition to the three areas quoted. Kyle researched this and emailed an updated quote to Hope prior to end of meeting. Extra carpet tiles “attic stock” for future repairs of 8 to 20 tiles approximately.
  - See attached updated quote P-37199. Total project quote amount: \$31,490
  - Kate Robertson motioned to accept the bid provided by Library Design Associates #P-37199 to move forward on carpet installation throughout the building on all four areas. Shelly seconded. All approved and motion passes.

## **OLD BUSINESS:**

- Update on Lois Kovell Donor Wall—Kyle Haning from Library Design Associates, Inc. Should be done in the next couple of weeks.
- Livingston County Library Trustees & Directors Meeting – November 1, 2023 at 6:00pm-8:30pm
  - Topics: Michigan Right to Read (presenter: Debbie Mikula, Executive Director of MLA) and Civility and Public Comments (presenters: Nola Finley and Stephen Henderson of the Civility Project)

## **NEW BUSINESS:**

### **Reports:**

-  Library Progress Report
  - Scott Mills: Update on Creature Control on August 28. Creature Control and Scott walked through the whole building including “attic”. No signs of bats inside building. They sprayed to keep insects out as well.
  - Hope’s Presentation at Putnam Township Board Meeting, Wednesday, September 20
    - Care for MI Drinking Water – presentation in November – two possible dates: November 1 or November 29
    - Library of Michigan Digitization Kit – from September 18 – November 18
    - Tech Help from September 12 – October 24—Tuesdays from 4:30pm-7:30pm
    - Seed Library Collection
  - REPORTS: 2023 Youth and Adult Summer Reading Program—reviewed and on file
  - Update: N Howell Sewer Construction Project. Project starting next week. A portion of library parking lot will be reserved for Main St customers. Project is expected to be done after six weeks.
  - Library of Michigan Digitization Kit Loan Program – the library was approved to “check out” a digitization kit from the LoM Digitization Kit Loan Program. Arrives September 18 and will be returned on November 18. Large size scanner open for community use. Hope is lining up volunteers to help scan items in Local History Room.
  - Free COVID-19 Test Kits from Health Department
  - Update: Autumn Puzzle Palooza – Saturday, October 28 @ 10am-2pm. Registration opens on October 1<sup>st</sup>. Limit to 10 teams of 3-4 team members
  - 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 on Mondays at 10am, starting September 11
    - Family Story Time on Tuesdays at 11am, starting September 12

- LACASA Presentation—Stewards of Children, Wednesday, September 20 from 6pm-8pm
- Family Bingo Night—Thursday, September 21, at 6:30pm (Registration required)
- Fluorescent Minerals—Saturday, September 23 from 10:30am – 12pm
- Getting to Know Your Drinking Water: From Start to Tap (Grade K to 5 and older) – Thursday, September 28 at 6:30pm – 7:30pm
- Off the Shelf Book Discussion—Tuesday, September 26 from 6:30pm-7:30pm; September's book title: *Horse* by Geraldine Brooks
- Genealogy Series with Katherine R. Willson – hybrid program offered live on: Wednesday, September 13 (Using Maps in Genealogy), September 27 (Intro to Military Records), and October 4 (They Didn't All Come Through Ellis Island: Immigration Records Research)
- Wackadoo Saturday!—Saturday, September 30 at 11am – 12pm

✚ Friends Group Report

- Friends August meeting and August Book Sale were cancelled
- Friends Book Sale—Saturday, September 16
- Formal Notes from Meeting will be presented at the October 19 Library Board Meeting
- Next Friends Group Meeting—Thursday, October 19, 2023 at 6:30pm

✚ Treasurer's Report

- Bank of Ann Arbor update. Patti is now a signatory on the Bank of Ann Arbor account as well.
- PNC Bank Letter from September 7, 2023 – re PCPL "Official Custodian" on record for library's Operations and General Fund Accounts. Board decided to keep the current "Official Custodian" as Kate Robertson.

✚ Bookkeeper Report—reviewed and on file

**Issues:**

**NEW AND ONGOING BOARD ISSUES**

- Draft of Cyber Security Response Statement. Shelly made a motion to accept the Cyber Security statement to be added to the Circulation Policy. Kate Pratt seconded. All approved and motion passed.
- The Policy Subcommittee recommends a definition of Library be added to the Policy Manual. Kate Pratt motioned to approve. Patti seconded. All approved and motion passed.
- Employee Handbook Revisions – ongoing issue
- Shredding service for the public as well as the library. Kate Pratt is going to request a quote for this service.

**CALL TO THE PUBLIC:**

Judy Wismont mentioned that it was good for her to hear the thinking behind the Board's decisions that come out during the Board Meetings.

**ADJOURNMENT @ 11:14am**

Kate Robertson motioned to adjourn the meeting. Shelly Wagnitz seconds. All approve. Meeting adjourns at 11:14am.

Respectfully submitted by Patti Nicholson, Secretary