

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING  
OCTOBER 19, 2023  
9:30 AM  
DRAFT MINUTES**

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

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; Sara Castle, Youth Librarian/Assistant Director; Scott Mills, Library Building Coordinator and Jennifer Brennan, Note Taker.

ABSENT: None

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/JbZBfHEmfhJgpp8R7> 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 SEPTEMBER 21, 2023 HYBRID BOARD MEETING**
- ✚ **PRESENTATION OF BILLS:**
  - October 2023 Bills for Review
  - Shelly Wagnitz requested many corrections to the September 21, 2023 minutes
    - Misspelling of Shelly Wagnitz name
    - Date
    - Millage 1.0000
    - Add Patti's last name under "Presentation of Bills"
    - Special issues "Library Design Associates" incorrectly named "Association"
  - Kate Pratt made a motion to accept the Consent Agenda as corrected and Judy Wismont seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Library Board Appointments:
  - Putnam Twp Renewal of Kate Pratt's appointment to the Library Board
  - Village Appointment of New Library Board Member: Judith Wismont
- Building Maintenance Projects—Scott Mills, Building Coordinator
  - HVAC Units
    - Damage caused by hailstorm will be submitted as one claim and is covered by insurance with a deductible
    - Bid from Haley Mechanical in packet
    - Economizers not functioning properly
    - Improper unit needs to be replaced
    - D & R agreed with the needed work
    - D & R created a bid but higher than Haleys
    - Library hours should be minimally affected
    - Is there a DTE credit for energy saving for this upgrade?
    - Kate Robertson made a motion to direct the Library Director to submit an insurance claim to cover the HVAC work and Shelly Wagnitz seconds. All agree and the motion passed.
  - Library Lights – conversion from Fluorescent Bulbs to LED

- Does DTE still have a credit for energy reduction?
- This involves more than just changing the light bulb
- Which type of lamp do the Staff prefer?
- How will the Motion Sensor be affected?
- Does the staff want more control of the light level
- Bob Vedder emailed some suggestions for Board consideration
  - Staff Area Lights – need to corrected ASAP
  - Youth Area Lights – this area can work until later
  - Important that the lights are consistent in each area of the library for maximum type of lighting
  - Bob suggests reusing current light bulbs from Staff Area for the Youth Area
  - Spotlights in hallway and program room – not as pressing as the Staff Area
- Kate Robertson made a motion to purchase the 42 Eye Comfort LED bulbs to be installed by Scott Mills, library building coordinator, in the Staff Area and Patti Nicholson seconds. All approved and the motion passed.
- The Board directed the Library Director to obtain a bid for rewiring the Staff Room for two level lighting wiring.
- Fire department inspection failed because the sign for the water access is not labeled FDC
  - Signs will be ordered and installed soon by Scott
- Art Display Release Form for use with new Glass Display Unit
  - Existing Form was shared with Board Members. Corrections as follows:
    - Add wording for “Ready to Display”
    - Move “Regulations” to the beginning of the form
  - See Attached Corrected Form

#### **OLD BUSINESS:**

- Shredding Services for Public - Tabled
- Update—Library Recarpeting Project
  - Library Director will meet with Library Design Associates tonight to look at samples
- Update on Lois Kovell Donor Wall—the new donor wall was just installed before the meeting started. Hope is encouraging the Board to inspect it
- Livingston County Library Trustees & Directors Meeting – November 1, 2023 at 6:00pm-8:30pm
  - Planned attendees: Kate Pratt, Patti Nicholson, Shelly Wagnitz, and Hope Siasoco

#### **NEW BUSINESS:**

##### **Reports:**

- ✚ Library Progress Report
  - REMINDER: Pause on Book Donation Acceptance for November, December, and January
  - Highlighted Notes from the Library Directors Meeting on October 13
    - Department of Justice Proposed Rule on Accessibility Guidelines for Public (Government) Entities
      - This will be an upcoming agenda item
  - Axis360 update to Boundless
  - 4 new office chairs with new seat cushions ordered for staff
  - New staff PC to control TV monitors and LPT1 staff print release

- Update: N Howell Sewer Construction Project—project will done in six weeks
- Eclipse Glasses—Free glasses received through a grant from the Gordon and Betty Moore Foundation and supplemented through the *NASA@My Library* Project, the Space Science Institute’s *STAR Net* team. Distributed on October 12 and 13 for the partial Eclipse on Saturday, October 14
- Two new hires:
  - Sarah Forster – second library page
  - James Bell – substitute library assistant/page
- Free COVID-19 Test Kits from Health Department—still continuing through the MIDHHS
- Update on Library Events:
  - Yoga with Shannon—Wednesday morning Yoga from August 16 – November 15 at 10:30am – 11:30am
  - Baby Time Story on Mondays at 10am
  - Family Story Time on Tuesdays at 11am
  - Genealogy Presentation—They Didn’t All Come Through Ellis Island: Immigration Records Research with Katherine R. Willson—6:30pm on Wednesday, October 4
  - Halloween House of Peeps—Wednesday, October 18 @ 6:30pm-7:30pm
  - Off the Shelf Book Discussion—Tuesday, October 24 from 6:30pm-7:30pm; October’s book title: *Children Under Fire* by John Woodrow Cox (Joint Program with Livingston County League of Women Voters)
  - Frightfully Fun Movie Night—Wednesday, October 25—Costume Contest starts at 6:15pm, winners will be announced at 6:30pm before the start of the movie. Movie Title: 2023 Haunted Mansion (Rated PG-13)
  - Family Bingo Night—Thursday, October 26 @ 6:30pm-7:30pm
  - Autumn Puzzle Palooza—Saturday, October 28 at 10am – 2pm—Registration now CLOSED
- ✚ Friends Group Report - Reviewed and on file
  - Friends Book Sale—Saturday, October 21
  - Next Friends Group Meeting—Thursday, November 16, 2023 at 6:30pm
- ✚ Treasurer’s Report - Reviewed and on file
  - Mr. & Mrs. Armbruster Donation of \$300 for a Glass Display Case
  - Second and final check for the Lois Kovell Donor Wall—Quote: P23-219-02
    - \$4993.00
  - Change Huntington Checking PayPal account to a different/money market account which will not accrue an inactivity fee. Patti Nicholson and Kate Robertson will investigate.
  - Procedure for payment of recarpeting project
    - Receive Invoice before December Board Meeting to be paid before the end of 2023
    - Decision from where the monies will be removed will be determined in November
- ✚ Bookkeeper Report - Reviewed and on file

**Issues:**

**NEW AND ONGOING BOARD ISSUES**

- Employee Handbook Revisions—TABLED
  - Bring proposal on Personal Time to November Board Meeting

**CALL TO THE PUBLIC:**

Patti Nicholson asked if there is a budget for the seed library. There is a budget, and the library director will find out tonight at the Friends meeting.

**ADJOURNMENT @ 11:07 am**

Patti Nicholson made a motion to adjourn and Shelly Wagnitz seconds. All approve and the motion passes.

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



“We Are More Than What You Think”

## Pinckney Community Public Library Release of Liability of Ready to Display Art Work

### Pinckney Library Regulations

1. The Pinckney Community Public Library (PCPL) is a place of business and education that is open to the public, including children. All artwork will be reviewed by the Library Director to determine its appropriateness for the Library based on community standards.
2. PCPL shall have the final decision on the content and arrangement of all exhibits and displays. Every item must meet the library’s standard of value and quality and the library reserves the right to reject any part of an exhibit or to change the manner of display.
3. It is the responsibility of the exhibitor to set up and remove exhibits with the assistance of the library staff. Exhibitors may provide a sign acknowledging the ownership of a display or exhibit. Exhibits and displays will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.
4. All exhibitors must sign the Release of Liability stated below.

I hereby certify that all the information provided in this form is accurate and truthful. I further agree to all the regulations listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This AGREEMENT is made by and between \_\_\_\_\_  
(Artist/Art Owner Name) and the Pinckney Community Public Library.

Every precaution is taken to ensure the safety of your artwork or objects at the Pinckney Community Public Library during the length of our exhibition agreement with you. However, please read the following, and fill out the information requested. No goods will be accepted on the premises without this Waiver/Disclaimer, Release of Liability being filled out completely and signed. All items supplied by you for exhibition are not insured by the Pinckney Library, its board members, or staff. We do not offer or accept responsibility or liability for damage or loss to any work installed in our library. The Artist/Art Owner accepts full responsibility for such items by signing this Waiver/Disclaimer, release of liability.

I hereby warrant that I am competent to contract in my own name insofar as the above is concerned. I further understand that I am to receive no compensation for any or the above.

\_\_\_\_\_  
Signature

**Please list all artwork to be displayed on the back of this form.**

Art Work to be displayed from \_\_\_\_\_ (installation date) to \_\_\_\_\_ (pick up date).