

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**NOVEMBER 16, 2023**  
**9:30 AM**  
**HYBRID BOARD MEETING DRAFT MINUTES**

**CALL TO ORDER 9:30am**

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Debbie Stewart, Staff Member, and Jennifer Brennan, Note Taker

ABSENT: Kate Robertson, Treasurer

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**

- Under "Special Issues" in October Draft Minutes Add the word "water" to the sentence: Fire department inspection failed because the sign for the "water" access is not labeled FDC

**✚ READING OF MINUTES FROM OCTOBER 19, 2023 HYBRID BOARD MEETING**

**✚ PRESENTATION OF BILLS:**

- November 2023 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda as corrected and Shelly Wagnitz seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Department of Justice Proposed Rule on Website Accessibility Guidelines for Public (Government) Entities
  - Email response from Kevin Germain from CPS
    - See attached
  - CPS has experience doing this
    - A discussion followed
  - Many changes are needed
    - Accessibility on website
    - Installations on website
    - Hosted website solutions
    - Software
  - PCPL may want to take this opportunity to revamp of the current 10-year-old library website
  - The Board directed the Library Director to get more information
- Library Recarpeting Project – December 2023
  - Timeline
    - See attached memo from Library Design Associates, Inc
  - Request for Closing to Public During the Recarpeting Project
    - Official Holiday Closing for 2023: Saturday, December 23 – Monday, December 25, 2023; Saturday, December 30, 2023 – Monday, January 1, 2024
    - Requested Closing for Recarpeting Project: Tuesday, December 26 – Friday, December 29, and Tuesday, January 2
    - Days closed are for furniture moving, carpet installation and furniture installation
    - MeL/Interlibrary loans will be paused during closure and a few days leading up to the re-carpeting project
  - Staff Pay during Closing for Recarpeting – Request to count closure as ACT OF GOD days
    - December 26-29 and January 2
  - Post signs to announce the closing
    - Include the reason – "Construction/Renovation" project
  - The drop box and parking lot Wi-Fi are still operational during closure period
  - Shelly Wagnitz made a motion to approve the closing of the library for carpet replacement Tuesday, December 26 – Friday, December 29, and Tuesday, January 2 and Staff payment as "Act of God" for Tuesday, December 26 – Friday, December 29, and Tuesday, January 2 and Patti Nicholson seconds. All approved and the motion passed

## OLD BUSINESS:

- Shredding Services for Public – Update from Kate Pratt
  - See attached notes
  - A discussion followed.
  - Choose 4 hours on a May Saturday for this public service
  - Kate Pratt will schedule with the shredding service
  - Find able-bodied volunteers
  - Ask Friends for fund to host event
  - Make a donation box available on the day of shredding service
  - Judy Wismont made a motion for Kate Pratt to schedule the Shred-It event for a Saturday in May and Shelly Wagnitz seconds. All approve and motion passed.
- REPORT: Livingston County Library Trustees & Directors Meeting – November 1, 2023 at 6:00pm-8:30pm
  - Attendees: Kate Pratt, Patti Nicholson, and Shelly Wagnitz
  - First session “Material challenges and intellectual freedom”
    - MLA “Mi Right to Read” initiative
  - Second session “Civility Project”
    - Not relevant to the Library Board according to attendees
- Update from October 20 Grants Presentation from the Livingston Community Foundation – Patti Nicholson
  - Specific for Livingston County
  - Many attendees from many different types of Non-profits
  - Feb 15, 2024 proposal due date
  - Must use On-line portal
  - \$5000 to \$25000 for requested amount
  - Apply for funds for Digitization of Local History Room
  - 2023 Grant funded our new water fountains and bottle filling stations

## NEW BUSINESS:

### Reports:

- ✚ Library Progress Report
  - REMINDER: Thanksgiving Holiday Hours:
    - CLOSED – Thursday, November 23 (Thanksgiving Day)
    - 10am – 2pm hours – Friday, November 24
    - 10am – 2pm hours – Saturday, November 25
  - REMINDER: Pause on Book Donation Acceptance for November, December, and January
  - Comics Plus
    - PCPL signed up for this new electronic resources and will be promoted
    - There are three collection access points to the comics included in the database: Children, Teen, and All-Access (no age restriction)
    - Library card number is needed to login and is also used as your password
  - Update: HVAC Units damaged by storms
    - Insurance inspection on Thursday November 17
  - REMINDER: Digitization Kit due to be returned to the Library of Michigan on Saturday, November 18
  - Continuation of Tech Help every Tuesdays from 4:30pm – 7:30pm until December 12
    - Use has increased a little after Hope presented it during the Township meeting
    - Continue after the holiday to help with new tech gifts
    - Advertise to “Seniors”
  - Update on Library Events:
    - Baby Time Story on Mondays at 10am
    - Family Story Time on Tuesdays at 11am
    - Build It! Building with Legos, Strawbees, Blocks, and More—Wednesday, November 1, 2023 at 3pm-5pm
    - Yankee Air Museum Presentation of Wings of Change: The Women Airforce Service Pilots (WASPS)—Wednesday, November 8 at 6:30pm – 8:00pm
    - Off the Shelf Book Discussion—Tuesday, November 14 from 6:30pm-7:30pm; November’s book title: *Remains of the Day* by Kazuo Ishiguro
    - Yoga with Shannon – last session of 2023: Wednesday, November 15 @ 10:30am
    - Stuffed Animal Sleepover—Thursday, November 16 at 7pm
    - “Elemental” Movie Showing—Wednesday, November 22 from 1:00pm-4:00pm

- Care for Drinking Water (presentation by MDHHS Division of Environmental Health and Livingston County Health Department)—Wednesday, November 29 at 6:30pm (Presentation will be livestreamed on Facebook Live)
- ✚ Friends Group Report- Reviewed and on file
  - Friends Book Sale—Saturday, November 18, 2023
  - Next Friends Group Meeting—Thursday, November 16, 2023 at 6:30pm
  - Donation to seed library has restocked the seed library collection. Patti and Debbie continue to help maintain the collection
- ✚ Bookkeeper Report- Reviewed and on file
  - 2023 Year-End Cash Flow Projections
    - A correction is needed. In the email the bookkeeper has mistakenly labeled a column “Bank of America”. It should read: “Bank of Ann Arbor”
    - Bookkeeper Dianne is requesting the following bank transfers to make sure we don’t bounce any checks at the end of the year:
      - 11/28/2023 Transfer from General Fund to Operations \$10,000
      - 12/1/2023 Transfer from Huntington Debt Svc to General \$40,000
      - 1/1/2024 Transfer from Huntington Debt Svc to General \$60,000
  - Shelly Wagnitz made a motion to move the money as the bookkeeper suggested and Kate Pratt seconds. All approved and the motion passed.
- ✚ Treasurer’s Report- Reviewed and on file
  - End of Year Transfer of Funds—see above motion under “Bookkeeper Report”
  - UPDATE: Library Design will send the invoice for the December Recarpeting Project on December 1 for 2023 payment.
  - Kate Pratt made a motion to direct the Treasurer to move \$135,000 from Huntington Debt Serv funds to PNC Operations to cover for the Year-End transfer and the Recarpeting Project and Patti Nicholson seconds. All approved and the motion passed.

**Issues:**

**NEW AND ONGOING BOARD ISSUES**

- Employee Handbook Revisions—TABLED
- 2023 Budget Readjustments—TABLED
- 2024 Wage Adjustments Proposal—TABLED

**CALL TO THE PUBLIC: None**

REMINDER: The December 21, 2023 Library Board Annual Meeting will begin at 9 am.

**ADJOURNMENT 11:14am**

Judy Wismont made a motion to adjourn and Shelly Wagnitz seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker



Hope Siasoco <hsiasoco@pinckneylibrary.org>

## IMPORTANT UPDATE - DOJ proposed rule on Website Accessibility Guidelines for Public (Government) Entities

germain@cpsmi.com <germain@cpsmi.com>

Wed, Oct 18, 2023 at 9:18 AM

To: Hope Siasoco <hsiasoco@pinckneylibrary.org>, Tyra Schmitter <tyraschmitter@pinckneylibrary.org>

Hi Hope,

Probably lots will need to change. We've done WCAG 2.1 for some schools. I believe you need 3<sup>rd</sup> party audits (that could be us) and the site itself needs a 3<sup>rd</sup> party through audit for compliance. It involves checking contrast on the site (for all pages), font size, readability (for someone using the site that is blind), an ADA statement and how to report issues. If this passes, plan on it costing a lot. We can do an audit when that time comes and identify all the issues.

The last 3 sites we did WCAG 2.1 on was over \$10,000 in updates and testing.

Thank you,



**Kevin Germain**

Creative Programs & Systems

Email: [germain@cpsmi.com](mailto:germain@cpsmi.com)

Phone: 810.224.5252 | Web: [www.cpsmi.com](http://www.cpsmi.com)



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**From:** Hope Siasoco <hsiasoco@pinckneylibrary.org>

**Sent:** Tuesday, October 17, 2023 7:45 PM

**To:** Kevin Germain <germain@cpsmi.com>; Tyra Schmitter <tyraschmitter@pinckneylibrary.org>

**Subject:** IMPORTANT UPDATE - DOJ proposed rule on Website Accessibility Guidelines for Public (Government) Entities

Kevin and Tyra,

Please check out the links below regarding Department of Justice's new proposed rules on website accessibility for public (government) entities--i.e. public libraries:

- **Department of Justice (DoJ) proposed rule on Website Accessibility guidelines for Public (government) entities.**
  - **Explanation of proposal (Bureau of Internet Accessibility (industry org)).**
    - **SBA.gov explanation**
  - **Proposed Rule in Federal Register**
  - **General information about accessibility and websites**
  - **ADA.gov guidance on web accessibility (2022)**
  - **Web Content Accessibility Guidelines(WCAG 2.1) (World Wide Web Consortium - W3.org)**
    - **Explanation of WCAG 2.1 A & AA (Bureau of Internet Accessibility)**
    - **Web checker for accessibilit**

Kevin, can you let Tyra and I know what needs to change on our library's website or if any changes need to be made to our current website, if this rule is passed by Congress? I need to present this to our Library Board at an upcoming meeting.

Thanks,

Hope  
PCPL

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She/Her

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**Pinckney Community Public Library**  
**2023 Flooring Replacement**  
**December 26 – December 29**

The flooring replacement project is scheduled to begin on Tuesday 12/26, with the goal of completing the installation by no later than Friday 12/29. This installation will be a fluid process with many moving parts, the rough schedule noted below may change as we work through the project. Please reference the notes below that correspond with each date:

**-Tuesday December 26<sup>th</sup>:** Arrival of LDA moving crew at 7am to begin clearing all furniture in the staff work rooms, Children's Librarian office, hallway vestibule and Friends hallway. We will attempt to clear these rooms completely of all furniture to allow for a full flooring replacement in one mobilization. Our flooring crew will plan to arrive late morning on Tuesday 12/26 to begin demo and prep of new flooring, they will likely focus on the hallway vestibule at the entry while furniture is being moved out of the other space. The flooring crew will continue through the locations of the library as they become available.

**-Wednesday December 27<sup>th</sup>:** Our flooring crew will return to the library mid-morning to continue the flooring demo and installation of new flooring. It is likely that our moving crew will not be back on site on Wednesday, as they should be able to clear all furniture in one mobilization on Tuesday 12/26. Our flooring crew will work to complete the staff area completely before the end of the day, which will allow our moving crew to reset furniture on Thursday.

**-Thursday December 28<sup>th</sup>:** Our furniture crew will return to the library at 7am to begin resetting furniture in the staff area, and any other areas that have been completed by the flooring crew. Our flooring crew will use this day for any small remaining areas that need attention.

**-Friday December 29<sup>th</sup>:** This day will only be needed for a contingency day if the reset of furniture or flooring is taking longer than anticipated. We will know more as we get through the installation on whether or not our crew will be on site.

Prior to our arrival on Tuesday 12/26, we do request that staff disconnect and remove all computers, phones, printers, and any other electronics from the areas that are being renovated. We do request that staff relocate those items to a safe location, and reset/reinstall when the project is completed. Any personal items on top of staff desks or work surfaces should be boxed up or placed in drawers/cabinets, LDA can relocate those items from there. Please label any boxes properly for each desk to allow for us to reset properly after flooring is replaced. Storage compartments should be left unlocked, which will allow for our crew to break down the furniture for relocation.



**LIBRARY DESIGN  
ASSOCIATES, INC.**

LDA will reinstall all furniture to its original location, and will reset staff material/boxes with each desk. Staff will then be responsible for replacing their personal items from the drawers or boxes, including all electronics. Based on the current size of the staff space, we may consider moving all staff furniture out from the staff space into the public space, to free up as much room as possible. This will allow for a more efficient flooring installation.

We would request that access to the building(key/code) be provided to each crew on Tuesday 12/26 or prior, to allow for them to access the building without staff. As mentioned, our moving crew will work from 7-3:30, our flooring crew usually works from mid-morning until 10pm-12am. Allowing them access to the building will allow for a more efficient installation without relying on staff remaining on site constantly.

If you do have any questions, please be sure to let me know. You can contact my cell phone at 586-246-2303, or you can contact our movers while they are on site, contacts are below:

-Bill Birchmeier(cell 734-777-0664)

-Jordyn Birchmeier(cell 734-770-9683)

Thank you,

Kyle Haning

## Info on Shred-it Event

Contact: Erin Nix (248)785-1011

45801 Mast St. Plymouth, MI 48170

According to Erin, Shred-it frequently does events for libraries such as the one at Saline library a few weeks ago. They are happy to assist with logistics and also with advertising for the event. The details follow.

They charge by the hour with a minimum of 2 hours.

The cost is \$300 per hour for 2 hours or \$275 per hour for 3 or more.

There are also taxes on top of these fees.

They have stopped doing events for this year as the weather keeps down participation.

They have already booked up for the Sats in April and she suggested that we pick a date and reserve it asap.

There are several ways to conduct the event itself which we can decide on later. It looks like it would require 1 staff member or volunteer (Board Member?) to attend but not a lot of work at our end.

I strongly recommend that we pick a date or two so we can schedule this soon.

Kate Pratt