

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JUNE 20, 2024
9:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER AT 9:33 AM

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Hope Siasoco, Director; Karen Sala, Staff Liason; Sara Castle, Youth Librarian/Assistant Director; Tyra Schmitter, Public; Katie Nicholson, Public.

Absent: Judy Wismont, Trustee; 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 or during the time of the meeting.

CONSENT AGENDA

-  **CORRECTION/ADDITIONS TO AGENDA**
-  **READING OF MINUTES FROM MAY 23, 2024 BOARD MEETING**
-  **PRESENTATION OF BILLS:**
 - o May 2024 Bills for Review

Kate Pratt made a motion to approve consent agenda. Seconded by Kate Robertson. All approved and motion carried.

SPECIAL ISSUES

- o Library HRA Employee Benefits
 - UPDATE –Correcting Errors from Missing Library Contributions from 2015-2024
 - o Miscommunication between the Library, Journey, and Charles Schwab lead to the past errors. Journey Statement Reports are "up-to-date" quarterly due to the Brokerage Account which makes it challenging to compare employee HRA accounts as monthly deposits are made.
 - Hope conferenced with Nic Pospiech at Journey, and Dianne Gonzalez, our bookkeeper, to correct any additional errors from 2015 to 2024. Nic performed an internal audit of Journey's reporting from Charles Schwab from the beginning of 2023 to the current month (May 2024). That report was then compared with Dianne's report of all checks mailed to Charles Schwab Brokerage.
 - o Hope spoke with Nic on May 29th to request a report showing 2020 to present in Journey account. This is to determine if there are any additional missed payments from 2020, 2021 or 2022. Hope will ask Dianne to make a report from 2020 to present to see if the check numbers marry with our Quickbooks Chart of Accounts.
 - o The May payment was mailed out on Wednesday, May 22, and was reported to staff HRA accounts on May 23.
 - o Hope requested a new "invoice" from Dianne for a check to Charles Schwab that will include the 5% a month earned interest for the late payment for February, March, and April 2024. Three additional payments were missed: Aug 2018, Nov 2021, and April 2022 in a retrospective look at Journey and Charles Schwab billing from 2015 – current date. Kate Pratt made a motion to pay 5% a month interest for the additional three missed payments for those employees who were eligible for HRA at the time. Kate Robertson seconded the motion. All approved and motion carried.
 - UPDATE - Move from Charles Schwab Brokerage Account to Charles Schwab Trust Account
 - Charles Schwab Trust Account creation is underway. Should be completed by July. Hope is waiting on the docusign paperwork to complete this account move. Once the Trust is set up the payments will be direct deposited to Charles Schwab for the monthly contributions.
- o Account Set Up for Bank of Ann Arbor
 - Any account we have will be connected to ICS.
 - Two checking accounts: Money Market checking account will be for operations and a second money market account will be for general fund called investment checking.
 - Current Savings Account – Shelley made a motion for current savings account to be closed and transitioned to a new Money Market Checking Account (called: Investment Checking Account) that will be tied into the ICS program. Patti seconded. All approved and motion carried.

- Library sets the threshold amount for the Current Operations and Investment Checking accounts. Kate Robertson made a motion to maintain a minimum threshold of \$1,000 in Investment Checking Account and Operations Checking account to maintain a minimum threshold of \$100,000. Kate Pratt seconds. All approve and motion carries.
- Current CD with BoAA—to be determined when the funds reach maturity in December of 2024.
- Procedure for any retiring Board Member per June 14 Library of Michigan Directors' Meeting. Resignation is to the Library Board of Trustees and a courtesy letter sent to the appointing body.
- Updating Library Website to ADA Compliant WCAG 2.1AA Levels—Refer to Agreement #27171 Quote from CPS. Shelley made a motion to accept the quote as written. Kate Pratt seconded. All approve and motion passes. Library Website update to be added to the January 2025 agenda for discussion.

OLD BUSINESS:

- 2023 Operations Audit and 2023 Bond Audit—Both audits have been submitted to the State of Michigan.
- REPORT: Seed Library Collection Eagle Scout Project—The Library Board expressed appreciation for the wonderful Seed Library cabinet planned, constructed and installed by Lauren Estes as her Eagle Scout Project.

NEW BUSINESS:

Reports:

Library Progress Report

- REPORT: Library A/V equipment upgrade project for 2024. The quote from Telsystems for the A/V equipment upgrade project in the amount of \$29,231.24 was chosen. Hope and Sara will coordinate the times for installation.
- IMPORTANT – Refer to Highlights from Library of Michigan Directors Meeting Notes – June 14, 2024 Meeting
 - What Makes an Exempt v Non-Exempt Employee (New Rules Regarding Overtime Pay)
 - Continuing Education Opportunities for Board Members
 - Library Board Members Retiring (Under “Special Issues” of the Agenda)
 - Minor Volunteer Workers in the Library
- Autographics Verso Catalog – Jacket Cover Art Project – Amazon Cover Art ceased services January 2024. Library has contracted with Baker & Taylor's Content Café to provide jacket cover art, along with publisher notes, Table of Content, Author Bios, and flap text in May 2024. Autographics is still working with Content Café tech support on this project.
- FYI – Lighthouse Group (Pinckney Library's Health Benefits Insurance Representatives) has been acquired by Alera Group
- Update on HVAC work
 - D&R Heating Work Schedule for HVAC Work—a week or two after July 5th
- Youth Summer Reading Program Begins June 17 and ends August 15; Adult Summer Reading Program Begins July 1st and ends September 3rd—prize drawing after September 3rd
- REMINDER: The Peach Truck at the Pinckney Library Parking Lot at 8:30am-10:30am on Fridays, June 7, June 28, July 19, August 9, and August 30
- Association of Rural and Small Libraries 2024 Annual Conference on September 11 – 14, 2024 at Springfield, MA—Hope and Sara will be attending
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am-11am from June 24 – August 20, 2024
 - Family Story Time on Tuesdays at 11am – 12pm from June 25 – August 21, 2024
 - Kids Knit & Crochet on Thursdays at 12pm-1pm on Thursday June 13, 2024
 - Therapy Dogs Rock with Rich & Pamela Hoose at 11:30am – 12pm from June 18 – August 21, 2024
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm starting June 6, 2024
 - Dungeons & Dragons Epic Adventure! (ages 13 and older) at 6pm-8pm from June 6 – June 27, 2024 (Registration Suggested)
 - Off the Shelf Book Discussion—Tuesday, June 18, 2024 from 6:30pm-7:30pm; June's title: *Mama Day* by Gloria Naylor
 - Family Movie Matinée: Migration (Rated PG) on Wednesday, June 19 from 3pm-4:30pm
 - Kids Basket Weaving Workshop! (Ages 8 and older) on Thursday, June 20 from 3pm-5pm
 - Family Blanket Fort Night! (After Hours Program) on Friday, June 28 from 6pm-7pm

Friends Group Report—Reviewed and on file

- Big Book Sale Follow Up Meeting – Thursday, June 20 at 6:30pm

Bookkeeper's Report—Reviewed and on file

Treasurer's Report—Reviewed and on file

- The PNC operating account business checking -5295 will be closed and the balance of \$4,662 will be transitioned to Bank of Ann Arbor operations checking account.
- The board wants to research alternative banks to house our paypal account currently at Huntington Bank to avoid the monthly \$10 service fee.
- DONATION--\$200 from Mary K. Przygocki to Operations Account

Issues:

NEW AND ONGOING BOARD ISSUES

- Other Employee Handbook Revisions—TABLED

CALL TO THE PUBLIC—None

Adjournment at 11:05 am

Shelley made a motion to adjourn. Kate Pratt seconded. All approve and motion carried.

Respectfully submitted by Patti Nicholson, Secretary