

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
SEPTEMBER 19, 2024
9:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER @ 9:30 AM

Present via Zoom: Kate Pratt, President, in Putnam Township, Livingston County, MI

Present In Person: Kate Robertson, Treasurer; Shelly Wagnitz, Vice-President and Acting President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Member, and Jennifer Brennan, Note Taker.

Guest: Scott Mills, Library Building Coordinator

Absent: None

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.

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 19, 2024 at 9:37am for the purpose of receiving comments on the 2024 library millage rate of 1.3921 mills and another one for .5711mils.
 - The 2024 tax rate request passed in August 2020 and to be collected in December 2024, is computed at 1.3921 mills, which includes a Headlee Millage Reduction Fraction of .9998, 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 2024, is computed at .5711 mills, which includes a Headlee Millage Reduction Fraction of .9998 and is due to expire in 2040. This millage is to support the operation of the current library and for debt reduction. Kate Pratt makes a motion to adopt the millage rate to be used in 2024 as read; Judy Wismont seconds the motion.
 - Roll call votes:
 - Kate Pratt votes aye (via Zoom)
 - Shelly Wagnitz votes aye
 - Kate Robertson votes aye
 - Patti Nicholson votes aye
 - Judy Wismont votes aye
 - All present voted to approve. Motion passed.
 - 2024 Tax Rate Request from Livingston County (L-4029)
 - The 2024 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 2024 new tax rate request for operations millage is computed at 1.3921 and is due to expire in 2026, and a second millage tax rate request is computed at .5711 and is due to expire in 2040. Shelly Wagnitz makes a motion to approve the request. Judy Wismont seconds the motion.
 - Roll Call votes:
 - Kate Pratt votes aye (via Zoom)
 - Shelly Wagnitz votes aye
 - Kate Robertson votes aye

- Patti Nicholson votes aye
- Judy Wismont 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. Hope will send the signed form to the Livingston County Equalization Office, the Livingston Clerk's Office, and the Putnam Township Clerk's Office before the filing deadline.

CONSENT AGENDA

CORRECTION/ADDITIONS TO AGENDA

- Kate Robertson asked to add a discussion about investments under Treasurer's Report
- Judy Wismont asked to add a report on the Michigan Firearms Law Presentation she attended under Special issues
- Allow Scott Mills to present his report when he arrives

READING OF MINUTES FROM AUGUST 15, 2024 BOARD MEETING

PRESENTATION OF BILLS:

- September 2024 Bills for Review
- Patti Nicholson made a motion to accept the consent agenda as altered and Kate Robertson seconds. All approved and the motion passed.

SPECIAL ISSUES

- Presentation by Foster Swift Collins & Smith on Michigan Firearms Law – Judy Wismont attended this webinar
 - Most of this law does not apply to the library
 - 3 parts
 - Red flag Extreme Risk Protection Order
 - How to initiate
 - Can be rebutted
 - Appeal process
 - Secure Firearms
 - This is where it affects the library
 - Foster Swift suggests the library has a policy to address this issue
 - Patron Behavior Policy follow-up with Anne Seuryneck to make sure our current policy, which they wrote, is compliant with the law
 - Purchase Permit
 - Transfer of ownership is now in the responsibility of the seller
- 2024 Fire Inspection – Guest: Scott Mills, Library Building Coordinator
 - Annual Inspection
 - Changes in ADA laws to Building Codes has become stricter this year
 - Scott Mills presented a list of issues to be addressed
 - Address on building – will be added above the door
 - Reflective address sign – will be added on mailbox
 - Provide new door keys for Fire Department to put in Knox Box
 - Annual Emergency Lighting report- National Time & Signal? (NTS)
 - Clarify if it is included in the NTS report
 - Sprinkler Fire Suppression report - CertaSite
 - Fire Extinguishers Refreshed by January
 - Clear Access to Fire Extinguishers
 - Exit Light
 - Emergency Exit lights have been repaired
 - Electrical Panel

- Cleared access
 - Fire & Safety Emergency Plans - will be posted throughout library
 - Certificate of Occupancy – will be posted in specific rooms and areas once we get the numbers from the Fire Department
 - Fire Department Connection (FDC) sign needs to be visible from the street
 - Fire Alarms are checked annually by National Time & Signal (NTS needs to send report to Scott so he can share that with the Fire Department)
 - Storage must not interrupt overhead fire suppression sprinklers functions
 - Exterior meter area cleared of brush and shrubbery
 - Gas & Electric
- Scott Mills will set an appointment to get clarification of issues and approval of repairs
- The Library needs to unclutter and clear certain areas too close to electrical panels or overhead/on top of cabinets.

OLD BUSINESS:

- Campbell Auditing - 3-year agreement for FY2024, FY2025, and FY2026—TABLE
- UPDATE: EV Charging Stations at Libraries – TABLE (will be speaking with Linda Lavey, Village President on Thursday, September 19 after the Friends Meeting)
- UPDATE: HRA Transition – from Brokerage to Trust
 - Proceeding with Charles Schwab
 - A new contract will be presented soon
 - Director and President will need to sign document
- UPDATE: Livingston County Trustees & Directors Meeting
 - Registered Attendees: Hope Siasoco, Kate Pratt, Shelly Wagnitz, and Patti Nicholson

NEW BUSINESS:

Reports:

- Library Progress Report
 - UPDATE – A/V Upgrade for the Big Program Room
 - New Yealink Whiteboard for Program Room 2 and Board Room
 - New control panel for the A/V in the Big Program Room
 - 2 new wireless microphones/ audio for the room is working
 - HDMI connection for the wall jack and the counter
 - CORRECTION – Big Screen for the Projector will be switched out to a better aspect ratio for the in the room
 - CORRECTION – Volume Control in the Room
 - STILL TO COME – CD/Bluetooth Player
 - Highlights from Library of Michigan Directors Meeting Notes – September Meeting
 - Fun With Facilities – New Regulations for Library/Municipality Buildings
 - Facilities Legal Stuff
 - Library Law – Campaign Reminders & What is Allowable in “Informational” Materials
 - Lame Duck Legislation to Keep Track Of
 - 2024 Summer Reading Program Statistics – for Youth and Adults
 - Update on Library Events:
 - Baby Time Storytime on Mondays at 10am-11am from September 16 – December 17, 2024
 - Family Story Time on Tuesdays at 11am – 12pm from September 17 – December 18, 2024
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm starting June 6, 2024
 - Kids Knit & Crochet on Thursdays at 12pm – 1pm from September 26 – December 20, 2024
 - Book Art Hedgehog Crafternoon! on Friday, September 20, 2024 from 2pm – 3:30pm
 - Off the Shelf Book Discussion—Tuesday, September 17, 2024 from 6:30pm-7:30pm; September’s title: *The All-American* by Susie Finkbeiner

- Genealogy Presentation on Wednesday, September 18, 2024 at 6:30pm – Using FamilySearch to Find Your Ancestors
- Genealogy Presentation on Wednesday, September 25, 2024 at 6:30pm – Breaking Through Your Brick Walls
- Family Bingo Night! on Thursday, September 26, 2024 at 6:30pm-7:30pm
- Registration for 2024 Autumn Puzzle Palooza on Saturday, October 12 begins on Monday, September 30, 2024—Teams of 3-4 puzzlers competing to finish a 1,000-piece puzzle. Limit 10 teams. (Stand-Alone Players may register and if there's space or a group would like to invite another player, will be notified on Thursday, October 10.

Friends Group Report

- Friends Meeting in August was canceled. Next meeting on Thursday, September 19 at 6:30pm
- September 2024 Book Sale—Saturday, September 21 from 10am-2pm

Bookkeeper's Report

- Cash Flow Report
 - Request a monthly transfer of \$65,000 - \$70,000 from ICS to Operations Checking for October & November
 - Kate Robertson made a motion to transfer \$70,000 from ICS to Operations Checking for October and November and Shelly Wagnitz seconded. All approved and the motion passed.
- Discussion during November Board Meeting about any December transfer of funds
 - Add to agenda in November

Treasurer's Report

- Update on closing Huntington Bank PayPal account and creating an "Investment/Credit Card" Checking with Bank of Ann Arbor that is also tied into ICS
 - Patti Nicholson is signing today to open the new accounts at Bank of Ann Arbor
 - Then the director will adjust PayPal account
 - After all the above are done then close the Huntington PayPal account
- Interest rates have improved so Kate Robertson is wondering if the library should open up a new CD with Bank of Ann Arbor to take advantage of the interest rates
- Purchase a new CD which is a part of Sweeps program
 - 1 year CD
- Kate Robertson made a motion to invest \$70,000 from ICS at Bank of Ann Arbor into a new CD and Shelly Wagnitz seconds. All approved and the motion passed.

Issues: None

NEW AND ONGOING BOARD ISSUES

- Other Employee Handbook Revisions
 - Including Definition of Full-Time and Part-Time to the Employee Handbook
 - See Attached
 - Kate Robertson made a motion to accept the addition of the Definition of Full-Time and Part-Time to the Employee Handbook and Judy Wismont seconded. All approved and the motion passed.

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:16 AM

Patti Nicholson made a motion to adjourn and Judy Wismont seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker



Hope Siasoco <hsiasoco@pinckneylibrary.org>

BOAA Checking balance below \$100,000

[Redacted content]

No, I haven't heard anything yet. There is enough in BOAA Operations/Checking to get through the end of the month, but I don't expect any more large checks this year. Perhaps it can be discussed at the Board meeting next week. The Board needs to develop a plan to transfer \$70,000 monthly through December to meet operating costs.

Thank you,
Dianne

[Quoted text hidden]

**Pinckney Community Public Library
Cash Flow Projection**

Date	Description	Bank of Ann Arbor			Huntington	
		Operations	ICS Cash Sweep	CD	Debt Svc	Online
9/5/24	Balance	\$103,699	\$185,521	\$57,658	\$150,223	\$2,896
9/6/24	Payroll 9/6/24	-\$20,841				
9/13/24	Vendor Checks	-\$10,000				
9/20/24	Payroll 9/20/24	-\$20,000				
9/27/24	Vendor Checks	-\$10,000				
10/1/24	Balance	\$42,857	\$185,521	\$57,658	\$150,223	\$2,896

1/1/23 - 10/31/23

		<u>Per PR</u>
Payroll	362,555	
Benefits less BCBSM	78,323	
Total Payroll	<u>440,878</u>	20,039.91

		<u>Per Month</u>
Expenses	633,580	
Less Payroll	(440,878)	
Total Expenses	<u>192,702</u>	19,270.19

II. EMPLOYMENT PROCEDURES

Appointment to positions within the Pinckney Community Public Library shall be made on the basis of merit and fitness. The Board of Trustees will employ the Director and the Director will be responsible for the employment and direction of the library staff. All new positions require approval of the Board of Trustees.

All vacant positions will be posted in the Library in a conspicuous place for not less than five working days with job descriptions and salary ranges given in order that staff may apply directly. Every consideration will be given to internal promotion first before seeking candidates outside the organization.

By definition, a Full-time Employee shall be an employee who works an average of 32 hours or more per week. A Part-time Employee shall be an employee who works an average of less than 32 hours per week.

The Pinckney Community Public Library does not employ relatives of either Library Board members or the Library Director.

II. A. PROBATIONARY PERIOD

II. B. LENGTH OF SERVICE

II. C. WAGE AND SALARY SCALE

II. D. - II. P.