

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JANUARY 16, 2025
9:30 AM
HYBRID REGULAR 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; Marsha Spencer, Staff Member; Sara Castle, Youth Librarian/Assistant Director, and Jennifer Brennan, Note Taker.
Tyra Schmitter, Library Staff

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/JbZBfHEmfhJqqp8R7> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting.

CONSENT AGENDA

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM DECEMBER 19, 2024 HYBRID ANNUAL BOARD MEETING**

- Clarification questions from Judy Wismont (not necessarily corrections or additions to the Meeting Minutes)
 - Add to Agenda for today's January meeting, add under New and Ongoing Board Issues: Discuss the type of meeting that is required to allow the board to discuss the Directors position and expectations
 - Clarification of minutes: Every time an acronym is used it should be defined the first time it is written in the minutes: i.e. ESTA (Earned Sick Time Act)
 - As pertaining to the Bookkeepers Report
 - Budget vs Actual for 2024- Form does not show an item budgeted for sick days & AOG. Is it incorporated in another line item? Answer: Line items for Vacation and Personal/Sick are budgeted together. New "look" to budget line items for "Employee Paid Time Off" was to make our General Ledger in line with Paylocity Check Stub reports.
 - Regarding "Excess Revenue Allocation: GL 997.0 and GL 998.4". Why is there such a dramatic drop from 2022 of \$234,00 to 2023 \$103,782 to 2024 \$58,331? The answer is money has been invested into CDs and is not just recorded in the General Fund. We used to call it Fund Equity, but the Auditor says it must be labeled this way.

 **PRESENTATION OF BILLS:**

- December 2024 Bills for Review—End of Year Bills
- January 2024 Bills for Review

Kate Pratt made a motion to accept the Consent Agenda as amended and Patti Nicholson seconds. All approved and motion passed.


SPECIAL ISSUES: None

OLD BUSINESS:

- Update on Community Shredding, May 10, 2025
- Contract was signed via *docuSign*

NEW BUSINESS:

Reports:

 Library Progress Report

- No Library of Michigan Directors' Meeting on January 10. Rescheduled for January 17 instead in anticipation of discussing any changes to the ESTA (Earned Sick Time Act) Law from the new Michigan Legislature
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am - weekly

- Family Story Time on Tuesdays at 11am – weekly
 - Crafternoons on Friday, January 10 - project: Book Art - from 2-3:30pm
 - Monthly Evening Story Time at 7p - Small group but went well
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm
 - Monday Kids Knit & Crochet - 3pm-4pm weekly from January 13 - February 3
 - Kids Knit & Crochet on Thursdays, 12pm-1pm - January 16 - March 20
 - Gentle Yoga with Lisa Willis twice a month - the second and fourth Friday (except February 28) from 10:30am-11:30am from January 10, 2025 – April 25, 2025
 - Wild Robot Celebration! - Monday, January 20, from 1pm – 1:30pm
 - Off the Shelf Book Discussion on Tuesday, January 21 from 6:30pm-7:30pm—January Book: *The Women* by Kristin Hannah (offered In-Person and via Zoom)
 - *Not Swamp Gas: The True Story of the 1966 Michigan ‘Swamp Gas’ Flying Saucers* - Wednesday, January 22 from 6:30pm-8pm (Registration required; offered In-Person and via Zoom)
 - Build It! - Saturday 11am-12pm on January 25 and February 22
 - Family Bingo Night! - Thursdays, 6:30pm-7:30pm; monthly: January 23, February 27, March 27, and April 24
 - What does the board want to focus our funds on mailings? Programs, services, & special events.
 - Postcards to highlight events and add the connections via “Smart Codes” and web address
 - Spring: Shred-it! & Haunted Library Fundraiser Event
 - Summer: Community Library Benefits & Summer Reading Program
- ✚ Friends Group Report- Reviewed and on file
- January Friends Meeting – January 16, 2025 at 6:30pm
 - January Book Sale – Saturday, January 18 from 10am-2pm
- ✚ Bookkeeper’s Report- Reviewed and on file
- January End-of-the-Month Cash Flow
 - Shelly Wagnitz made a motion to keep a Minimum Amount of \$100,000 in the Bank of Ann Arbor (BAA) Operations Checking Account and a Minimum Amount of \$1,000 in Bank of Ann Arbor Investment Account and Patti Nicholson seconds. All approved and the motion passed.
 - Shelly Wagnitz made a motion to move \$250,000 from BAA Operations Account to BAA ICS and Judy Wismont seconds. All approved and the motion passed.
- ✚ Treasurer’s Report- Reviewed and on file
- CD Ladder – Table until February
 - Decide on minimum amount balance to be kept in the Operations Checking Account in Bank of Ann Arbor - See above under Bookkeeper’s Report Section
 - Bond Payment Schedule - See attached
 - Donations of Note: None mentioned

Issues: NONE

NEW AND ONGOING BOARD ISSUES

- 2025 *Ghosthunt* Fundraiser
 - Details to be discussed with Nicole Beauchamp & her team
- Earned Sick Time Act (ESTA) Changes to PTO (Paid Time Off) Policy
 - Working Draft was shared with Board during the meeting
 - To be clear, this policy is separate from “Vacation Time”
 - Paid Time Off use must be recorded
 - Changes in pink should be included in the new policy for the benefit of the Board Members who need to be familiar with the handbook
 - Set up with Paylocity before implementation is required
 - Our policy will match the State Law
 - Smallest time increment that the library uses is 15 minutes (.25 hours)
 - Lawyer question: Does our policy wording need the statement about employees finding their own replacement?
For this policy a year is defined as February to February or can we change it to match other anniversary dates to make Bookkeeping cleaner.
- Employee Handbook Revisions—TABLED
- EV Charging Stations at Libraries (ONGOING DISCUSSION)
- What type of meeting is available to the board to discuss the details of the Director’s position and expectations? Three types:

- Subcommittee
- Agenda Open Meeting
- Agenda Open Meeting then move to a Closed secession upon Director's Request
 - Judy Wismont has volunteered to head a Subcommittee and Shelly Wagnitz will be a participant

CALL TO THE PUBLIC: NONE

ADJOURNMENT @ 11:48 am

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

Respectfully Submitted by Jennifer Brennan, Board Notetaker

**PINCKNEY COMMUNITY PUBLIC LIBRARY
COUNTY OF LIVINGSTON, STATE OF MICHIGAN**

**2021 LIBRARY REFUNDING BONDS
(LIMITED TAX GENERAL OBLIGATION)**

**DEBT SERVICE TO MATURITY
ESCROW REQUIREMENTS FOR THE REFUNDED BONDS**

Date	Remaining Scheduled Debt Service Payments to Original Maturity Date (For Reference Purposes Only)			Total Debt Service Payments	Escrow requirements
	Principal	Interest rate	Interest		
5/1/2021			\$ 44,637.50	\$ 44,637.50	\$ 1,959,637.50
11/1/2021			44,637.50	44,637.50	
5/1/2022	\$ 90,000	4.500% (T24)	44,637.50	134,637.50	
11/1/2022			42,612.50	42,612.50	
5/1/2023	90,000	4.500% (T24)	42,612.50	132,612.50	
11/1/2023			40,587.50	40,587.50	
5/1/2024	95,000	4.500% (T24)	40,587.50	135,587.50	
11/1/2024			38,450.00	38,450.00	
5/1/2025	100,000	4.500% (T27)	38,450.00	138,450.00	
11/1/2025			36,200.00	36,200.00	
5/1/2026	105,000	4.500% (T27)	36,200.00	141,200.00	
11/1/2026			33,837.50	33,837.50	
5/1/2027	110,000	4.500% (T27)	33,837.50	143,837.50	
11/1/2027			31,362.50	31,362.50	
5/1/2028	120,000	4.500% (T30)	31,362.50	151,362.50	
11/1/2028			28,662.50	28,662.50	
5/1/2029	125,000	4.500% (T30)	28,662.50	153,662.50	
11/1/2029			25,850.00	25,850.00	
5/1/2030	130,000	4.500% (T30)	25,850.00	155,850.00	
11/1/2030			22,925.00	22,925.00	
5/1/2031	140,000	4.625% (T33)	22,925.00	162,925.00	
11/1/2031			19,687.50	19,687.50	
5/1/2032	145,000	4.625% (T33)	19,687.50	164,687.50	
11/1/2032			16,334.38	16,334.38	
5/1/2033	155,000	4.625% (T33)	16,334.38	171,334.38	
11/1/2033			12,750.00	12,750.00	
5/1/2034	165,000	5.000% (T36)	12,750.00	177,750.00	
11/1/2034			8,625.00	8,625.00	
5/1/2035	170,000	5.000% (T36)	8,625.00	178,625.00	
11/1/2035			4,375.00	4,375.00	
5/1/2036	175,000	5.000% (T36)	4,375.00	179,375.00	
	<u>\$ 1,915,000</u>		<u>\$ 858,431.25</u>	<u>\$ 2,773,431.25</u>	<u>\$ 1,959,637.50</u>

(To Exhibit B-1)

(T24)	\$ 275,000	Term Bond due May 1, 2024
(T27)	315,000	Term Bond due May 1, 2027
(T30)	375,000	Term Bond due May 1, 2030
(T33)	440,000	Term Bond due May 1, 2033
(T36)	510,000	Term Bond due May 1, 2036