# PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING MARCH 20, 2025 9:30 AM HYBRID REGULAR BOARD MEETING MINUTES

## CALL TO ORDER 9:32 am

Present: Kate Pratt, President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Judy Wismont, Trustee; Hope Siasoco, Director; Sara Castle, Youth Librarian/Assistant Director ABSENT: Shelly Wagnitz, Vice President

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: <a href="https://forms.gle/JbZBfHEmfhJqgp8R7">https://forms.gle/JbZBfHEmfhJqgp8R7</a> or email: <a href="https://forms.gle/JbZBfHEmfhJqgp8R7">https://forms.gle/JbZBfHEmfhJqgp8R7</a

## **CONSENT AGENDA**

- CORRECTION/ADDITIONS TO AGENDA
- READING OF MINUTES FROM FEBRUARY 20, 2025 HYBRID REGULAR BOARD MEETING
- **♣** PRESENTATION OF BILLS:
  - March 2025 Bills for Review
  - Kate Pratt made a motion to accept the Consent Agenda with corrections and Kate Robertson seconds. All approved and motion passed.

### **SPECIAL ISSUES**

- New Executive Order Seeking to Dismantle the Institute of Museum and Library Services (IMLS) on March 14, 2025 titled: "Continuing the Reduction of Federal Bureaucracy" (Section 2.iv.) <a href="https://www.whitehouse.gov/presidential-actions/2025/03/continuing-the-reduction-of-the-federal-bureaucracy/">https://www.whitehouse.gov/presidential-actions/2025/03/continuing-the-reduction-of-the-federal-bureaucracy/</a>. Summary of how the reduction of federal bureaucracy will affect our library. Discussion ensued and the board agreed to write a letter voicing concerns. Judy Wismont agreed to draft a letter and email to the rest of the board for review.
- 2025 National Library Week
  - April 6 12, 2025 Drawn to the Library!
    - April 7 Right to Read Day
    - April 8 National Library Workers Day (what would the Board like to do to celebrate?) Judy Wismont motions to gift our library workers \$30 each in appreciation of their service and Kate Robertson seconds. All approve and motion passes.
    - April 9 National Library Outreach Day (joint Livingston County Libraries program at historic Howell Theater-screening of "Free for All: The Public Library" a documentary on the history of public libraries in America) Doors open at 6:00pm. Film begins at 7:00pm.
    - April 10 Take Action for Library Day
  - Library Appreciation Month Whole month of April What Draws Me to the Pinckney Library –
     Share what you love about the Pinckney Library
- Update on Spring postcard mailers. Postcards were mailed advertising upcoming events—Haunted Tour and Community Shredding. The board was pleased with the postcard. The size was 4"x6" and 10,000 postcards were mailed in the 48169 zip code. Another postcard advertising summer reading is in the works.
- 2024 Library Operational Audit
  - Campbell Auditing will need signatures from Kate Pratt and Kate Robertson, along with testimonials
  - o Thursday, April 17, 2025 around 9am

# **OLD BUSINESS:**

- Changes to Library By-Laws
  - Kate Robertson made a motion to add in Article VI, Section 1: The Director shall issue notices of regular and special meetings to the public and present an agenda to each Board Member at least (3) days before the regular meeting. Judy Wismont seconds. All approve and motion passed. (See attached)

 Update on HRA transition from Brokerage to Trust. Past reports are not shown on the dashboard. Hope will request from Nick all employees' past reports so all the information is available. This will be added to Ongoing Board Issues.

### **NEW BUSINESS:**

## Reports:

- Library Progress Report
  - Richard "Dick" McCloskey will be buried at St. Mary's Cemetery on April 26<sup>th</sup> Following the Ceremony a
    gathering will take place at Putnam Township Senior Center 2pm to 4pm. Former board member Joan
    McCloskey has invited the board to attend.
  - Building Report Scott Mills
    - Main Entrance Doors Repair. Howlet Lock and Door submitted an estimate for a solution to close the gap at the bottom on the doors. The quote is around \$1000. The board agreed that is a reasonable expense to fix this on-going problem.
    - Water fountains by the entrance hallway. The sensor needs to be replaced. The water fountains
      will have filters added to them. Scott can install. Filters would need to be changed about every 6
      months.
    - Building Planning masonry, sidewalks, parking lot, etc. Scott reported that now that the building
      is over 10 years old, there are many upcoming maintenance issues that need to be addressed.
  - IT Planning short & long-term planning document with Kevin Germain at CPS CPS will submit a
    planning document for Hope's review.
  - Update on Seed Library Collection. Patti noted that donations from multiple seed companies have been received and will be organized in the seed library cabinet shortly.
  - Notes from Library of Michigan Directors Meeting on Friday, February 14, 2025
    - Highlighted Portions to Look At:
      - State of Michigan Report (SOM)
      - State Aid Status Report
      - Law Section Report (from Clare Membiela)
  - Turning off the library's Twitter Account, opening an Instagram Account and moving to BlueSky
  - LACASA Partnership April is Sexual Assault Awareness Month LACASA Clothesline Project
  - Stress Relief Kit Giveaways from March 10 29, 2025 handed out over 150 Stress Relief Kits as of Saturday, March 15, 2025
  - Update on Library Events:
    - Baby Time Storytime on Mondays at 10am weekly (January 13 March 17)
    - Family Story Time on Tuesdays at 11am weekly (January 14 March 18)
    - Crafternoons on Friday, March 14—project: Painted Book Bag—from 2-3:30pm
    - Monthly Evening Story Time at 7pm—Wednesday, March 19, 2025
    - Crafty Chix Knitting Group on Thursdays at 12pm-2pm
    - Monday Kids Knit & Crochet—3pm-4pm weekly from March 3 31, 2025, except Monday, March 24, 2025
    - Friday Kids Knit & Crochet—2pm 3:30pm on March 7 and March 21, 2025
    - March Mindfullness Meditation with Denise Johnson on Wednesdays at 11am 11:45am
    - 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
    - 2025 Spring Puzzle Palooza Puzzle Contest Saturday, March 15, 2025 from 10am 2pm prizes for first and second place winning teams provided by the Friends of the Pinckney Library (9 teams signed up and participated, total of 35 attendees)
    - Oscar Nominated Movie Matinee: CONCLAVE (Rated PG) Saturday, March 22 from 1pm 3pm
    - Off the Shelf Book Discussion on Tuesday, March 18 from 6:30pm-7:30pm—March Book Discussion Title: *Under the Bayou Moon* by Valerie Fraser Leuesse (offered In Person and via Zoom)
    - Lifesize Mario Kart Monday, March 24 at 4pm 5pm
    - Spring Break Program: Wildlife in Your Backyard with the Howell Nature Center Tuesday, March 25 at 11am – 12pm
    - New to DVD Spring Break Movie: Moana 2 (Rated G) Wednesday, March 26 from 3pm 5pm
    - Genealogy Workshop with Katherine R. Willson: The Link Between Anti-Immigration Sentiment, Prohibition, the Mafia, and the U.S. Border Patrol—Wednesday, March 26 from 6:30pm-8pm (Registration required; offered In Person and via Zoom) – sponsored by the Friends of the Pinckney Library
    - Family Bingo Night! Thursdays, 6:30pm-7:30pm on March 27, 2025

- Friends Group Report
  - Book Sale: Saturday, March 15, 2025 same day as Spring Puzzle Palooza, 5K Run, and St. Patrick's Day Parade
  - o Friends Meeting on Thursday, March 13 at 6:30pm
- Bookkeeper's Report
  - Cash Flow Report
- Treasurer's Report
  - CD Ladder: No update this month.
  - 2025 Elizabeth and John Colone Foundation Disbursement. Kate Robertson motions that the Elizabeth and John Colone Foundation Disbursement is to be used annually for professional development until otherwise stated and Judy Wismont seconds. All approve and motion passed.
  - O Donations of Note:
    - Friends Group: \$300 for 2025 Spring Puzzle Palooza Prizes & 400 for 2 upcoming Genealogy Prsentation Speaker Fees
    - Donation from Evie & Mike Bitondo in memory of Sandy Mills (\$50)
    - Donation from Katherine & John Hougland in memory of Sandy Mills (\$150)

## Issues:

## **NEW AND ONGOING BOARD ISSUES**

- 2025 Ghosthunt Fundraiser
  - Press Release Help needed. Kate Robertson will send out the press release when the registration information is completed.
  - o Patti Nicholson will be the library board official during the event.
- Employee Handbook Revisions—TABLED
- EV Charging Stations at Libraries (ONGOING DISCUSSION)

# **CALL TO THE PUBLIC none**

## **ADJOURNMENT 11:05 am**

Patti Nicholson made a motion to adjourn the meeting and Kate Robertson seconds. All approved and the motion passed.

Respectfully submitted by Patti Nicholson, Secretary

# BYLAWS FOR THE PINCKNEY COMMUNITY PUBLIC LIBRARY

# ARTICLE I - NAME AND PURPOSE

Pursuant to its re-establishment under Michigan State library. In 1977 this organization shall be called Pinckney Community Public Library. It shall serve the community as a public library pursuant to the Michigan State Library laws.

## ARTICLE II - MEMBERSHIP

Section 1 – The Board shall consist of five members, three members appointed by the Putnam Township and two members by the Village of Pinckney for four-year terms. Not all members shall be appointed the same year. It is understood that Board Members should attend all meetings and be active participants.

### ARTICLE III - OFFICERS

- Section 1 The officers shall be a President, a Vice-President, a Secretary and a Treasurer.
- Section 2 The officers shall be elected at the annual meeting of the board. The annual meeting will be held in December.
- Section 3 Officers shall serve a term of one year commencing at the annual meeting at which they are elected and ending upon election of their successors.
- Section 4 The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- Section 5 The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- Section 6 An officer may succeed her/himself.
- Section 7 The Secretary of the Board shall see that a true and accurate account of all the board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director or a Board Notetaker.
- Section 8 The Treasurer shall have charge of the funds, providing for their safe custody and investment as directed by the board, subject to limitations for investment of public funds as provided by law. The Treasurer shall keep an accounting of the library funds and shall report each meeting on the state of the funds. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and

# BYLAWS FOR THE PINCKNEY COMMUNITY PUBLIC LIBRARY

these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

# ARTICLE IV - MEETINGS

- Section 1 The regular meetings of the Library Board shall be held each month. The date, hour and location shall be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule shall be posted at the Library.
- Section 2a The order of business for regular meetings shall include, but not be limited to the following items which shall be covered as far as circumstances permit:
  - a. Call to order
  - b. Additions & approval of Agenda
  - c. Approval of minutes
  - d. Presentation & approval of bills
  - e. Financial report

- f. Librarian's report
- g. Communications
- h. Old business
- i. New business
- j. Call to Public
- k. Adjournment
- Section 2b Minutes shall be duplicated—one hardcopy kept at the Library and one copy kept electronically.
- Section 3 The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual budget, shall be held in conjunction with the regular <u>December</u> meeting.
- Section 4 Special meetings may be called by the President or Secretary to the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.
- Section 5 A quorum for the transaction of business shall consist of three members of the Board present in person.
- Section 6 Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.
- Section 7 In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.
- Section 8 –The proceedings of the Board shall be conducted at all times in accordance with Michigan statutes, including The District Library Establishment Act, the District Library Financing Act and the Michigan Open Meeting Act.

# BYLAWS FOR THE PINCKNEY COMMUNITY PUBLIC LIBRARY

## ARTICLE V - COMMITTEES

- Section 1 The President shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purposes for which it was appointed and after the final report is made to the Board.
- Section 2 No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

# ARTICLE VI - LIBRARIAN AND STAFF

- Section 1 The Library Director, hired by the Library Board, shall be the executive and administrative officer of the Library. The Director shall carry out policies adopted by the Board and shall be held responsible for employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director or an appointed representative shall attend all Library Board meetings and shall present a Director's report at each regular meeting. The Director shall issue notices of regular and special meetings to the public and present an agenda to each Board Member at least (3) days before the regular meeting. Minutes and agendas of regular board meetings should be posted on the Library website.
- Section 2 An Assistant Director, appointed by the Board, shall work under the direction of the Director under policies set by the Board.

## **ARTICLE VII - AMENDMENTS**

These by-laws shall be reviewed by the Board regularly.

The by-laws may be amended at any regular meeting of the Board with a quorum present, by unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

Adopted by the Pinckney Community Public Library Board of Trustees at its regular meeting on July 21, 2005, and amended on April 16, 2014.

President: Date:	