

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
AUGUST 21, 2025
9:30 AM
HYBRID REGULAR BOARD MEETING MINUTES

CALL TO ORDER at 9:30 am

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Kate Robertson, Treasurer; Judy Wismont, Trustee; Patti Nicholson, Secretary; Hope Siasoco, Director; Karen Sala, Staff Member Liaison.

Public: Jeff Buerman, Village of Pinckney 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: <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 JULY 17, 2025 HYBRID REGULAR BOARD MEETINGS

- Correction: July 17th Bookkeeper's Report – Question about "Bank Charges" – they were not bank fees from Huntington Bank, but were Square Bank Fees for credit card transactions



PRESENTATION OF BILLS:

- August 2025 Bills for Review
- Kate Pratt made a motion to accept the consent agenda as explained and Judy Wismont seconds. All approved and the motion passed.

SPECIAL ISSUES

- Tech Plan 2025
 - Update on Tech Plan Progress. Four staff PCs and 10 PCs for the public that works with Microsoft 11 and our printing network.
 - PC upgrade purchasing quotes. TLN purchasing price for new computers are as follows: Dell Pro slim 16 gb ram for \$702.11 and Dell Pro slim 16 gb ram 512 gb storage for \$735.50. CPS will charge labor fees for installation.
 - Shelly Wagnitz motions to order upgraded computers for all 14 computers and Kate Pratt seconds. All approved and the motion passed.

OLD BUSINESS:

- 2024 Library Operations and Bond Audits – Submitted and Approved by State of Michigan
- Planning for 2025 Livingston Co. Trustees and Directors Dinner
 - Randy Riley, State Librarian
 - Fowlerville District Library will be hosting
 - Attendance: Shelly Wagnitz, Patti Nicholson. Maybe: Kate Pratt, Judy Wismont, Kate Robertson.
- Village Community Garden. Kate Robertson motions to decline taking over the community garden and Judy Wismont seconds. All approved and the motion passed.
- UPDATE – Library Bookkeeper Retirement
 - Payroll Company. Plante Moran is the clear preferred company due to experience with other library bookkeeping. However, Plante Moran does not do payroll. There will need to be changes in our procedures and/or software moving forward to create a smoother transition. Kate Robertson motions to move forward with Plante Moran and Shelly Wagnitz seconds. All approved and the motion passed. Once Plante Moran is contacted the second step is to determine the best payroll company to work with us and Plante Moran.

NEW BUSINESS:

Reports:

- Library Progress Report
 - Light Up the Park 2025 – partnership with Hamburg Library – Judy Wismont has volunteered to help
 - Building Maintenance:

- Unknown water pooling in the Youth Storage Room. Scott Mills has investigated but has not found clear evidence about the source of water. The board expressed appreciation for Scott Mills and his care of the building.
- Library of Michigan Directors Meeting on Friday, August 8, Report. Please read these particular highlighted items on the report:
 - State of Michigan Funding Update
 - Service Contract Update to Library of Michigan – Clare Membiela or Joseph Hamlin
 - Trustee Manual being updated
 - Michigan Yearbook Collection Project
 - Insurance Check In
 - Q&A Highlights
- End of Youth Summer Reading Program – August 14 at 3pm-5pm – Summer Messtival
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am – weekly (June 23 – August 12)
 - Family Story Time on Tuesdays at 11am – weekly (June 17 – August 13)
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm
 - Monday Kids Knit & Crochet—3pm-4pm weekly from June 16 – August 15
 - Mindfulness Meditation with Denise Johnson on Wednesdays, August 13 and August 20 from 11am-11:45am; and move to Fridays, starting August 22 – 27 (NOTE: Mindfulness Meditation with Denise Johnson will be on Saturdays from 10am-10:45am on September 6, 13, and 27.)
 - Paint Palette Scavenger Hunt – from August 4 -16
 - Colors of Our Natural World by Sigma Wild Nature Conservation on Wednesday, August 6 at 11am – 11:45am
 - Summer Messtival! Messy Art Prize Party! (Outside!) – on Thursday, August 14 at 3pm-5pm
 - Off the Shelf Book Discussion – Tuesday, August 19 at 6:30pm – 7:30pm – August's Book: *Pachinko* by Min Jin Lee
 - Genealogy Related Workshop - Solving Your Picture Problems by Allyson Maughan – Wednesday, August 20 at 6:30pm – In Person and via Zoom
 - Fall Planting with Advanced Master Gardener, Diane Hayes on Tuesday, August 26 at 6:30pm – 8:00pm
 - Saturday Movie Matinee: A Complete Unknown (Rated R) on Saturday, August 30 at 1pm
- Friends Group Report
- Bookkeeper's Report
 - Cash Flow Report for August & September
 - Penal Fines Historical Report. Howell Library is a leader in making sure penal fines are fairly apportioned in Livingston County. Our penal fines have held steady in the last few years.
- Treasurer's Report
 - Transfer of funds for September 3. Shelly Wagnitz motioned to approve the transfer of funds for August and September and Patti Nicholson seconded. All approved and motion carried.

Issues:

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Infectious Disease Outbreak Policy – for public and employee handbook -- Tabled
 - Jury Duty Policy/Section II Employment Procedures -- Tabled

CALL TO THE PUBLIC None

ADJOURNMENT @ 10:55 am

Shelly Wagnitz made a motion to adjourn and Kate Robertson seconds. All approved and the motion passed.

Respectfully Submitted by Patti Nicholson, Secretary.