

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JULY 17, 2025
10:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER: 10:30 am

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Judy Wismont, Trustee; Patti Nicholson, Secretary; Hope Siasoco, Director; Karan Sala, Staff Member Liaison; Sara Castle, Youth Librarian/Assistant Director; Scott Mills, Maintenance Coordinator; and Jennifer Brennan, Note Taker.

Public: Tyra Schmitter, Staff; Jo Self, Pinckney Village Council Member; Jeff Buerman, Village of Pinckney President

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/JbZBfHEmfhJqgp8R7> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting.

CONSENT AGENDA



CORRECTION/ADDITIONS TO AGENDA

- Kate Pratt added under Special Issues, Jo Self, Trustee from the Village Council. She will present ideas she has for partnership opportunities with the Library.



READING OF MINUTES FROM MAY 15, 2025 AND JUNE 19, 2025 HYBRID REGULAR BOARD MEETINGS



PRESENTATION OF BILLS:

- July 2025 Bills for Review
 - Correction to the agenda: Hope Siasoco noted that the date was incorrect for the Renewal of Patti Nicholson's Board Appointment by the Putnam Twp Board – the Term is July 2025 – April 2029.
 - Shelly Wagnitz pointed out a typo under Special Issues, 4th bullet point from the June Minutes. Change: maintain to maintaining.
 - July Bills for Review – Shelly Wagnitz questioned why Huntington Bank is charging fees for deposits?
 - A discussion followed. Patti Nicholson will go to Huntington Bank to try and get them removed
 - Shelly Wagnitz pointed out a typo: Treasurer is misspelled on the Agenda
- Kate Pratt made a motion to accept the consent agenda as corrected, amended, and explained and Judy Wismont seconds. All approved and the motion passed.

SPECIAL ISSUES

- REPORT – Renewal of Patti Nicholson's Board Appointment by the Putnam Twp Board
Term: July 2025 – April 2029
- Planning for 2025 Livingston Co. Trustees and Directors Dinner – Topic of consideration: Institute of Museum and Library Services (IMLS) funding/State of Michigan Budgeting for Libraries and Library of Michigan
 - Planning stages
 - The Board likes the topic
- For Board Consideration – Request to move September Board Meeting from September 18th to September 25th – Approved
- Jo Self – Village Council Member. Presented ideas for collaboration with the community
 - Invitation to join the "Coffee Chat"
 - "Coffee Chat" for Village and Township members
 - July 26 at 10 am at Unity Park in the village square.
 - Plan to make these monthly
 - Maybe have them at the Library during inclement weather
- Skill Share Youth Mentorship - Rebuilding the Village

- Sunday, July 27 during the Farmers Market 1pm-5pm
- The location will rotate. The library is a possible location.
- A Thoughtful Book Club first meeting next month “Utopia for Realist”
 - This book is available on Hoopla
 - Location to be announced
- Judy Wismont asked, “How are events being promoted?”
 - Facebook groups
 - Village of Pinckney
 - Pinckney Community
 - Skill Share group - currently private
 - Farmers Market
 - Eventually Posters

OLD BUSINESS:

- Village Community Garden – Tabled Until August Meeting
- UPDATE – Library Bookkeeper Retirement
 - Interview with Lepper & Company, LLC on Wednesday, July 23
 - Interview with Plante Moran on Monday, July 21 at 3:30pm

NEW BUSINESS:

Reports:

- Library Progress Report
 - Building Maintenance:
 - Shelly Wagnitz noticed carpenter ants have returned to the Board Room. Scott Mills has scheduled an appointment for *Creature Control* from Gregory to come on Tuesday, July 22 at 9am
 - Library of Michigan Directors’ Meeting on Friday, July 11, 2025, Report. Please read these highlighted items on the report:
 - From Randy Riley, State Librarian—Update on Library of Michigan (LOM)/Institute of Museum and Library Services (IMLS)
 - MeL 5-year planning update
 - IMLS Litigation
 - LAW:
 - HB 4429 – age verification of devices and app stores -
<https://www.legislature.mi.gov/Bills/Bill?ObjectName=2025-HB-4429>
 - HB 4388 – age verification – social media -
<https://www.legislature.mi.gov/Bills/Bill?ObjectName=2025-HB-4388>
 - Question 1 on Q&A – Board Member use of personal email accounts for library related issues
 - Tech Issues:
 - Issue with showing a DVD movie – A Minecraft Movie – in the Big Program Room on Wednesday, July 16. Contacted *Tel Systems* to try to fix this recurring issue either this week or next week.
 - 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
 - Therapy Dogs Rock on Tuesdays at 11:30am – weekly (June 17 – August 15)
 - Monday Kids Knit & Crochet—3pm-4pm weekly from June 16 – August 15
 - *Dungeons & Dragons* – Thursday evenings at 6:00pm-8:00pm, weekly (June 5 – 27)
 - *Mindfulness Meditation* with Denise Johnson on Wednesdays at 11am – 11:45am until July 2 - 30, 2025
 - *Color Me Curious: Build It!* on Wednesday, July 2 at 4pm
 - *Magic of Reading with Baffling Bill the Magician* – Wednesday, July 9, at 11am – 12 pm (sponsored by the Friends Group)
 - *Groovin’ with my Grownup*: music class – Wednesday, July 16 at 11am
 - *A Minecraft Movie* on Wednesday, July 16 at 3pm
 - Off the Shelf Book Discussion – Tuesday, July 22 at 6:30pm – 7:30pm – July’s Book: *The Berry Pickers* by Amanda Peters
 - Caribbean Steel Drum Family Concert on Wednesday, July 23 at 11am – 12pm (sponsored by the Friends Group)
 - *Color Me Curious*: Custom Pin Creation on Wednesday, July 23, at 4pm – 5pm
 - *Color Me Curious*: Bennett’s Beavers Workshops on Wednesday, July 30, at 4pm – 5pm – All ages program. Painting wooden animals and shapes donated by Bennett’s Beavers

- Friends Group Report- Available next month
 - New Friends President: Jennifer Soyka
 - Friends Summer Book Bundle Sale – available in the entrance hallway of the library until end of August or until sold out
 - New Friends Book Bag now available for sale - \$20/bag
- Bookkeeper's Report- Reviewed and on file
 - Shelly Wagnitz had questions
 - Under Restricted Income: What is line item 520.2 Community Foundation?
 - Under Contributed Support: What is 674.2 Colone Endowment?
 - A discussion followed
 - This number system with titles is required by the auditor as a place holder
 - Under 880.0 Marketing & Promotion: Where is the mailing cost of postcards?
 - It is currently under 990.0 Uncategorized Expense (credit Card) until the Library Director gets the bill and gets it categorized.
- Treasurer's Report- Reviewed and on file

Issues: None

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Infectious Disease Outbreak Policy – for public and employee handbook
 - See Attached
 - Kate Pratt asked, "What is classified as outbreak?" This will be addressed and added to the Public Policy and the Employee Handbook
 - Title Changed in the Public Policy and the Employee Handbook
 - **X. Infectious Disease Outbreak Plan**
 - A. Staffing
 - Presented: Should the library need to close due to a disease outbreak, the library will limit services to only necessary functions **in the case of prolonged closure of the building** which may include: cleaning and sanitizing tabletops, faucets, sinks, toilet seats, door handles, payroll, vendor check payments, answering phones, checking in materials, extending due dates, paging, notices to the community, etc.
 - Changed: Should the library need to close due to a disease outbreak, the library will limit services to only necessary functions may include: cleaning and sanitizing tabletops, faucets, sinks, toilet seats, door handles, payroll, vendor check payments, answering phones, checking in materials, extending due dates, paging, notices to the community, etc.
 - Break out Section 1X. Infectious Disease Outbreak Plan in the Employee handbook
 - This policy should not be included under Benefits
- Jury Duty Policy/Section II Employment Procedures – Tabled until August

CALL TO THE PUBLIC: None

ADJOURNMENT @ 11:35 am

Shelly Wagnitz made a motion to adjourn and Patti Nicholson seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker