

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
JUNE 19, 2025
9:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER @ 9:29 am

Present: Present: Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Kate Robertson, Treasurer; Judy Wismont, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Member; Sara Castle, Youth Librarian/Assistant Director; Scott Mills, Maintenance Coordinator; and Jennifer Brennan, Note Taker.

Public: Tyra Schmitter, Staff

Guest Speaker: Greg Strine, DDA representative

Late: Patti Nicholson, Secretary

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.

CONSENT AGENDA



CORRECTION/ADDITIONS TO AGENDA



READING OF MINUTES FROM MAY 15, 2025 HYBRID REGULAR BOARD MEETING - TABLED



PRESENTATION OF BILLS:

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

SPECIAL ISSUES

- Village Community Garden – guest: Greg Strine, Downtown Development Authority (DDA) Representative
 - Greg Strine sent out a list of questions by email to interested people
 - Michael Szafranski, previous Community Garden Coordinator, replied
 - See Attached
 - Pinckney Community Public Library (PCPL) is NOT owned by the Village of Pinckney
 - Department of Public Works (DPW) is currently not maintaining at the level of last season due to limitations
 - DPW does not work on the library's property
 - Some topics discussed were:
 - Other people/entities are interested in helping
 - Other locations are being researched
 - Discussion about a Community Garden providing a free produce stand as a benefit to having one
 - The garden was not promoted this year
 - Community Facebook page and Village website are not current
 - What is the fiscal impact on the DDA?
 - What is the expectation of the Library?
 - Partnership or ownership?
 - The Library must have an entity with which to negotiate
 - No action will be taken in the 2025 garden season
- 2024 Library Bond Audit by PFM
 - Shelly Wagnitz made a motion to accept and file the 2024 Library Bond Audit by PFM and Judy Wismont seconds. All approved and the motion passed.
- 2025 Tech Plan for Approval
 - See attached recommendations presented by Creative Programs & Systems (CPS)
 - A discussion followed:
 - Implement a phased approach
 - Prioritize #2 & #3 of the CPS recommendation.
 - Focus on staff computers over public pcs.

- What offers the library the greatest savings?
- Kate Robertson made a motion to implement #2 & #3 of the CPS Pinckney Community Public Library 2025 Technology Recommendation and Kate Pratt seconds. All approved and the motion passed.

OLD BUSINESS:

- REPORT: Bookkeeper Position
 - See attached: Running list of the jobs Diane Gonzales currently does as Bookkeeper.
 - Looking for a replacement – 2 options
 - Keep the job In-House
 - Outsource to private companies
 - Do they manage payroll?
 - Lepper & Company LLC
 - Local
 - They manage payroll
 - Plante Moran
 - Highly recommended by other libraries
 - Large number of services are offered
 - Do they manage payroll?

NEW BUSINESS:

Reports:

- Library Progress Report
 - Library CLOSED on Friday, July 4 and Saturday, July 5 in observance of Independence Day
 - Building Coordinator Report:
 - Alan's Asphalt to redo the library parking lot – Conditional on Weather: Sunday, June 29
 - Scott Mills, Maintenance Coordinator, is managing the coordination of this job.
 - Library of Michigan Directors Meeting on Friday, June 13 Report. Please read these highlighted items in the report:
 - State of Michigan – State Budget Bills
 - IMLS/Budget updates – NOTE: MeL is considered fully funded until 9/30/2026
 - Penal Fines/State Aid Payment Updates
 - State Proposed Legislation
 - Question & Answer
 - Summer Reading Program Updates – Youth Summer Reading Program “Color Our World” runs from June 16 – August 14; Adult Summer Reading “Summer Fun!” runs from July 1 – September 2 (June & July Calendar of Events uploaded in Board Packet on Dropbox)
 - Post card is bringing people in early to sign-up for the Summer Reading Program.
 - 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 (June 16 – August 15)
 - Dungeons & Dragons – Thursday evenings at 6pm-8pm weekly (June 5 – 27)
 - Mindfulness Meditation with Denise Johnson on Wednesdays at 11am – 11:45am until June 25, 2025
 - Genealogy Presentation: “Mitten Magic: Free Online Genealogy Sources from the Library of Michigan” by Sarah Hatter. (Hybrid Presentation: In Person and via Zoom) Sponsored by the Friends Group. (Registration: 132 via Zoom; 11 In Person)
 - Modern Women's Self-Defense Seminar with Andrea Moon – Wednesday, June 11 at 6:30pm (Attendance: 19, including 4 teens)
 - Off the Shelf Book Discussion on Tuesday, June 17 from 6:30pm-7:30pm—June Book Discussion Title: *West With Giraffes* by Lynda Rutledge (offered In Person and via Zoom)
 - Color Me Curious 10 & Older: Diamond Paint Vinyl Stickers – Thursday, June 19 at 4pm-5pm Children 10 and older will diamond paint a vinyl sticker to take home. (Registration required)
 - SEVA Gentle Restorative Yoga with Andrea Astley weekly on Fridays at 10:30am-11:30am May 2 – June 29 (except during Big Book Sale Set Up) NOTE: Walk-Ins Welcome; Free with suggested donation of \$12 to *New Leash On Life Animal Rescue*, *Almost Home Animal Rescue* or *Last Chance Animal Rescue*

- Dog Man: Family Movie Matinee on Wednesday, June 25 at 3pm – 5:30pm (Rated PG)
- Music at the Blissful Children's Concert on Friday, June 27 at 3pm – 4pm
 - Sponsored by the Friends of the Pinckney Library
- Friends Group Report- Reviewed and on file
 - May 2025 Friends Meeting Minutes – See attached
 - Friends Meeting on Thursday, June 19th at 6:30pm
 - Last Friends Group meeting until September 18th
- Bookkeeper's Report- Reviewed and on file
 - June 2025 Cash Flow Report
 - Transfer from ICS to Operations Checking Account
 - Kate Robertson made a motion directing the Bookkeeper to transfer \$140,000 from ICS to Operations Checking Account to cover expenses June - July 2025 and Kate Pratt seconds. All approved and the motion passed.
- Treasurer's Report- Reviewed and on file
 - Shelly Wagnitz had a question regarding the data for the 2024 and 2025 Tax Collection.
 - A discussion followed:
 - Please Note: Shelly Wagnitz's question prompted the review of the formulas, and a corrected copy of the Treasurer's report is attached.
 - Donations of Note:
 - Mala Trapp - \$50 via PayPal in Memory of Patricia Stillwell
 - PJ Smith - \$100 via PayPal in Memory of Patricia Stillwell
 - Friends of the Pinckney Library -- \$500 for Evan Haller's Music at the Blissful Children's Concert and \$475 for Absolutely Baffling Bill the Magician (NOTE: 2 Library Programs for 2025 Youth Summer Reading Program)

Issues: None

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Pandemic Policy Update
 - The word "Pandemic" might be changed to be make the category broader.
 - Jury Duty Policy
 - Language needs to be changed to cover part-time employees.
 - What is common to other libraries?

CALL TO THE PUBLIC:

Scott Mills: If PCPL wants a garden we can just make a garden without the involvement of any other government entities.

Greg Strine: Could the library use the garden to create income? Kate Pratt explained that we cannot for legal reasons.

Jennifer Brennan: Is there a restriction on PCPL's land use? Kate Pratt explained that we are restricted to only 5% of the building for non-library use according to the laws pertaining to the Bond. However, the land was not bought with Bond money but bought outright from Pinckney Community Public Schools, so no restrictions are in place.

ADJOURNMENT 11:17 am

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

Respectfully Submitted by Jennifer Brennan, Board Notetaker



Community Garden - previous coordinator

Michael Szafranski

Wed, May 21, 2025 at
12:29 PM

To: Christy Trommater

Cc:

Christy and Greg

In my many conversations with Jeff Buerman, I would like to have all questions regarding the community garden come through me. As the chairperson of the DDA, it is my responsibility to help with the logistics of the garden.

In response to the questions below, I will respond in 2 different factions, 1) the property is owned by the Village of Pinckney, 2) if the property is owned by another entity.:

1. Who is in charge of the garden administration (registration of annual gardeners, accepting money, organizing clean-up days, etc.)? **Owned by Village; Michael Szafranski. Owned by another entity, then that would fall on the other entity.**
2. What are the expected costs of water? **Owned by Village...I will get with DPW and see what the cost was, may be able to have cost absorbed by the DDA (no promises on this one yet, just brainstorming.) Owned by other entity-will fall on them**
3. What structures would be included in the community garden? Raised beds are obvious but are there benches, sheds, etc.?

(Christy side note: there is a shed, 2 picnic tables, 2 benches, and various beds that were all purchased by Consumers Energy grant or DDA, or gathered by volunteers). **Owned by the Village, then I see a garden with benches, picnic tables, and other apparatus for comfort and relaxation of the garden to make it a place where people would not only garden but enjoy and relax in our atmosphere. Owned by other entity- will fall on them and their plan, but I could see the DDA or other groups donating to the garden cause for additional comfort to the area.**
4. What guarantee does the library have of continued maintenance of the community garden? The maintenance of a community garden is an expense outside our existing landscape maintenance contract. **If it is owned by the library / Village of Pinckney, then the maintenance will fall on the DDA and the help of the DWP. Owned by other entity-Will fall on them.**

5. Is there liability insurance for the community garden that would be maintained if the garden was physically transferred to the Library (or Church) property? If it is owned by the library / Village of Pinckney, then the liability insurance will fall under the Village of Pinckney liability policy. Owned by other entity-the liability will fall on the other entity.

Christy and Greg, I had Sandra Parks stop by, and she wanted to donate her time and efforts to cleaning the blue planters and donating flowers to the blue planters, Christy is this something you would be open to have happen?? Just curious. Feel free to reach out to me or to Sandra at 734.648.0091. thanks for your patience and let's get it rolling.

Thanks Mike



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Pinckney Community Public Library
2025 Technology Recommendations

1. **Recommendation:** Replace Windows 10 end-of-life devices.

Projected Cost: \$20,362.50

Justification:

Microsoft is ending support for Windows 10 on October 14 of 2025. At this time Windows 10 operating systems will no longer receive updates or security patches. The existing PCPL PCs do not meet Windows 11 upgrade requirements and will need to be replaced prior to that date. Continuing to run Windows 10 after the end of life poses a significant security threat. Software released after this date is unlikely to support Windows 10.

2. **Recommendation:** Replace the server and implement domain controller.

Projected Cost: \$4,678

Justification:

Implementing a domain controller will dramatically improve the security posture of the PCPL IT infrastructure. This allows computer configuration policies and user accounts to be centrally managed. During this upgrade the existing file share can be split into several permissions-based shares to better control access to restricted files.

Performing the upgrade during the Windows 10 computer replacements offers significant cost savings by avoiding redundant labor.

3. **Recommendation:** Replace end of life internet gateway \ firewall.

Projected Cost: \$654

Justification:

PCPL's existing network gateway \ firewall no longer receives security patches and offers no intrusion detection or protection capabilities. Replacing this with a UniFi Gateway will dramatically increase the network security posture. This would also allow filtering of explicit content, which is considered best practice for public networks, and a requirement for some technology grants.

PINCKNEY COMMUNITY PUBLIC LIBRARY
Bookkeeper's Duties & Monthly Billing for 2025

	<u>Hours / Month</u>
<u>General Fund</u>	4.00 hours
Enter and print checks for employee expense reports	
Record monthly credit card expenses	
Maintain supporting worksheets for restricted accounts	
Monitor all accounts for accuracy	
<u>Debt Service Fund</u>	1.00 hour
Post deposits and transfers	
Maintain Debt Service Ledger	
<u>Banking</u>	
Monitor bank accounts and maintain minimum balances designated by Board	4.00 hours
Transfer funds when needed	
Post deposits to QuickBooks	
Review posting of Daily Receipts	
Reconcile all bank accounts monthly	
<u>Payroll / Human Resources</u>	6.00 hours
Maintain and update employee records on Paylocity website	
Process and report bi-weekly payroll to Paylocity	
Print Paylocity payroll reports	
Post payroll journal entry to QB	
Track employee personal and vacation time	
Track average hours worked for annual vacation time calculation	
Update Employee Benefits Report with each payroll	
Upload Employee Benefits Report to Dropbox and email link to Director	
<u>HRA</u>	1.00 hour
Track and update monthly HRA employee status	
Process automatic payment from Journey website	
<u>Reports</u>	3.00 hours
Provide monthly Board reports and upload to Dropbox:	
- Treasurer's Report	
- Bookkeeper's Report	
- Budget vs. Actual Report	
Provide other reports as required	
<u>Audit</u>	1.00 hour

Prepare required records and reports for audit
Be present for audit and assist auditors as needed

Total hours per month	<u>20.00 hours</u>
Rate/Hour	<u>\$43.00</u>
Monthly fee for routine bookkeeping	<u><u>\$860.00</u></u>

Additional accounting and QuickBooks support will be provided as needed at \$43.00 / hour

RE: Friends of PCPL May 2025 Meeting Minutes

Please review the following minutes and let me know of any corrections, changes, or additions needed. Minutes are based on the meeting agenda (which makes it a lot easier! thanks, Jen. Notes include her activities). Thanks.

The meeting was called to order at 6:30 with Jen S., Linda V., Pat, Conchita, Hope, and Linda L. in attendance.

Treasurer – Financial Report

- Account balance \$3,696.57
- April book sale \$508.00
- Cart book sales not collected this month

Library Director/Liaison

Hope presented a list of requests for Friends to consider:

- Youth Summer Reading Program
- Steel drum family concert and education July 23rd, \$495.00
- Baffling Bill July 9, \$475.00
- Evan Haller Music at the Blissful, June 27, \$500.00
- Colors of Our Natural World animal show in August, \$363.00

Hope said Friends didn't have to decide on all of them this month. Friends did vote unanimously to support Baffling Bill, and the Evan Haller Music at the Blissful Children's Concert. The others will be considered at the June meeting.

President's Report

- Friends book bags – we need to select a color and place an order
 - 4Imprint has the best pricing and offers 8 two tone colors
 - The top 3 choices are red & black, purple & black and royal blue & black (colors not selected: ~~pink & black, light blue & black, teal & black, apple green & black and black on black~~)
 - What color should we order?
 - Setup cost is \$55
 - Did we agree to use: Friends of the Pinckney Library “The books are calling I must go”
 - 25 bags for \$9.65 each or 50 bags for \$9.05 each
 - Sell bags for \$15

Friends considered and decided to order bags in red and black, 25 of them to be sold for \$20.00 each, not filled. Linda V. will place the order.

- Room availability:
 - West side of the library (Thurs, 5/15 starting at 1:00 – Mon, 6/2 ending at 6:00)
 - Today I start to set up the Board Room
 - I will return Wednesday on next week between 4:30-5:00 to finish setting up the room **(she did)**
 - Program room (Friday, 5/23 starting at 3:30 – Monday, 6/2 ending at 6:00)
 - Anyone available after 4:00 on Friday to move and setup tables into the Program room? **(we did)**

- 3 day book sale
 - Our book sale flyer has been posted on the following websites
 - Pinckney Library page
 - Friends Library page
 - Libraries Facebook page
 - Friends Facebook page and our events page
 - Hope and I boosted our FB event for 7 days at a cost of \$70 (\$10 per day) paid for by the library
 - The boost will pop up as an advertisement for 7 days (5/10-5/17) within 50 miles of Pinckney
 - Event should hit 28-81 FB accounts per day
 - Are the Friends ok with reimbursing the library \$70 for the advertisement? **Friends said yes.**
 - Next week I'm going to try to add a posting for volunteers on the Friends FB account
 - Linda L. were you able to add our book sale to the WHMI's community calendar? **Yes, it was on the WHMI calendar and on BookSaleFinder.com with the new prices and correct dates.**
 - Signup sheets are at the front desk
 - Books, DVD's, CD's
 - Fri \$7, Sat \$6, Sun \$5
 - Offer different pricing for audio books?
 - Puzzles
 - Since we don't have as many children's books to sell this year I asked Hope if she would like us to sell the leftover puzzles from the Puzzle Swap/Sale. We will sell them for \$1
 - Bookmarks
 - Friends 2024 sponsored library programs bookmark
 - I was unable to create a format for the bookmarks
 - Let's table this until the fall unless someone else is able to work on it
 - We received 50+ from Katie Beemer (she has ~300 bookmarks)
 - Katie sells them for \$3.99 on her website
 - Should we sell the bookmarks for \$4 each or 3 for \$10?
 - I asked Katie if she would like part of the proceeds. She would like \$1.00 for each bookmark that we sell
 - If we sell most of the bookmarks we could consider selling them at future book sales

Book sale report and debrief will happen at the June 19 Friends meeting, see you there. There are no sales in June, July, or August. The next sale will be September 20. Hope expressed she would like to discuss how the donations will be handled over the summer, at the June 19 meeting.

Adjourned about 7:30

Respectfully submitted,

Linda L.

PCPL TREASURER'S REPORT**BOAA OPERATIONS Checking - 5426**

<u>Date</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
12/31/24	\$68,798.69	\$119,494.36	(\$119,458.91)	51.97	\$68,886.11
1/31/25	\$68,886.11	\$378,971.95	(\$60,084.86)	261.92	\$388,035.12
2/28/25	\$388,035.12	\$123,560.04	(\$372,360.86)	201.72	\$139,436.02
3/31/25	\$139,436.02	\$164,968.83	(\$61,901.83)	214.45	\$242,717.47
4/30/25	\$242,717.47	\$7,867.64	(\$98,537.38)	196.57	\$152,244.30
5/31/25	\$152,244.30	\$38,530.51	(\$87,438.21)	124.14	\$103,460.74

BOAA INVESTMENTS & ONLINE Checking -5798

<u>Date</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
12/31/24	\$4,189.50	\$4.57	\$0.00	0.55	\$4,194.62
1/31/25	\$4,194.62	\$76.61		0.54	\$4,271.77
2/28/25	\$4,271.77	\$385.46		0.52	\$4,657.75
3/31/25	\$4,657.75	\$1,093.44		0.62	\$5,751.81
4/30/25	\$5,751.81	\$952.78		0.81	\$6,705.40
5/31/25	\$6,705.40	\$123.76		0.83	\$6,829.99

BOAA INSURED CASH SWEEP ICS -5426

<u>Date</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
12/31/24	\$35,780.04	\$45,500.00		49.24	\$81,329.28
1/31/25	\$81,329.28			89.83	\$81,419.11
2/28/25	\$81,419.11	\$300,000.00		302.13	\$381,721.24
3/31/25	\$381,721.24			421.67	\$382,142.91
4/30/25	\$382,142.91			408.51	\$382,551.42
5/31/25	\$382,551.42			422.60	\$382,974.02

BOAA CD 9/21/2024 BOAA CD - 2604

<u>Date</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
12/31/24	\$50,000.00			\$528.55	\$50,528.55
3/31/25	\$50,528.55			\$528.27	\$51,056.82

Interest posts quarterly

PINCKNEY COMMUNITY LIBRARY MONTHLY TREASURER'S REPORT

HUNTINGTON DEBT FUND		Huntington MMA - 5325			
<u>Date</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
12/31/2024	\$74,573.25		(\$59,337.00)	\$10.92	\$15,247.17
1/31/2025	\$15,247.17	\$154,946.40		\$23.41	\$170,216.98
2/28/2025	\$170,216.98	\$49,720.63		\$40.17	\$219,977.78
3/31/2025	\$219,977.78	\$67,282.55		\$56.29	\$287,316.62
4/30/2025	\$287,316.62			\$59.04	\$287,375.66
5/31/2025	\$287,375.66		(\$135,750.00)	\$32.19	\$151,657.85

TAX COLLECTION - 2025

<u>Date</u>	<u>Operations</u>	<u>Bond Debt</u>	<u>Total Collected</u>	<u>Memo</u>
1/13/25	\$377,709.61	\$154,946.40	\$532,656.01	Payout #1
2/3/25	\$62,228.93	\$25,528.13	\$87,757.06	Payout #2
2/11/25	\$58,973.54	\$24,192.50	\$83,166.04	Payout #3
2/28/25	\$144,291.74	\$59,192.14	\$203,483.88	Payout #4
2/21/25			\$1,591.57	LCSA
3/20/25	\$19,722.14	\$8,090.41	\$27,812.55	Payout #5
TOTAL	\$662,925.96	\$271,949.58	\$936,467.11	<i>Totals corrected 6/20/25</i> <i>Previous totals did not include Payout #1</i>

TAX COLLECTION - 2024

<u>Date</u>	<u>Operations</u>	<u>Bond Debt</u>	<u>Total Collected</u>	<u>Memo</u>
1/5/24	\$325,931.34	\$133,723.57	\$459,654.91	Payout #2
1/9/24	\$38,795.73	\$15,917.06	\$54,712.79	Payout #1
1/29/24	\$37,529.31	\$15,397.31	\$52,926.62	Payout #3
2/18/24	\$52,649.69	\$21,601.15	\$74,250.84	Payout #4
3/4/24	\$1,410.97		\$1,410.97	LCSA
3/4/24	\$140,182.06	\$57,513.81	\$197,695.87	Payout #5
3/4/24	\$2,782.93	\$1,141.36	\$3,924.29	DNR Payout
3/22/24	\$23,522.08	\$9,650.55	\$33,172.63	Payout #6
6/6/24	\$53.00	\$21.75	\$74.75	Delinquents
TOTAL	\$622,857.11	\$254,966.56	\$877,823.67	