## PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING MAY 15, 2025 9:30 AM

## **HYBRID REGULAR BOARD MEETING Draft Minutes**

#### CALL TO ORDER @ 9:30 am

Present: Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; Sara Castle, Youth Librarian/Assistant Director; Scott Mills, Maintenance Coordinator; and Jennifer Brennan, Note Taker. 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: <a href="https://forms.gle/JbZBfHEmfhJqgp8R7">https://forms.gle/JbZBfHEmfhJqgp8R7</a> or email: <a href="https://forms.gle/JbZBfHEmfhJqgp8R7">https://forms.gle/JbZBfHEmfhJqgp8R7</a> or during the time of the meeting.

#### **CONSENT AGENDA**

- CORRECTION/ADDITIONS TO AGENDA
- Correction under New Business: Reports: Library of Michigan: the word "employment" is misspelled

## **♣** READING OF MINUTES FROM APRIL 17, 2025, HYBRID REGULAR BOARD MEETING

- Judy Wismont offered further clarification on the corrected minutes from the April Meeting.
   The letter to our representatives was sent out as directed and approved by the Library Board not due to time constraints as recorded.
- o Shelly Wagnitz pointed out that the name of Greg Strine was mistakenly changed.
- Shelly Wagnitz pointed out that Pinckney was misspelled

#### PRESENTATION OF BILLS:

- May 2025 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda as amended and corrected and Patti Nicholson seconds. All approved and motion passed.

#### **SPECIAL ISSUES**

- Village Community Garden
  - Special Guest: Greg Strine from the Village DDA
    - Grag Strine was unable to attend this meeting as originally planned
  - Patti Nicholson & Scott Mills attended the public meeting on May 7, 2025 for the Community Garden that was hosted at the Pinckney Library
  - o A discussion followed about the topics and ideas shared at that meeting.
  - o There is interest in the community to keep the community garden going.
  - The Library Board needs answers to specific questions to make any type of decision.
    - The information needed includes:
      - Background information about the garden
      - Expenses
      - Legalities
      - Liabilities
      - Ownership
      - And more
  - A suggestion that this topic be added to the Village Council meeting was suggested by the library board.
  - A decision will be made at the August meeting about the involvement of Pinckney Community Public Library (PCPL)
- 2024 Library Operational Audit Documents
  - o Completed and submitted to the state
  - See attached
- o REPORT May 10 Community Shredding Program at the Pinckney Library
  - o Well received and postcards were effective in reaching people as shared by participants
  - o Donations received total \$812.00
  - o These donations are seen at Line Item 67070 Special Events
  - o Repeat in Spring on May 9, 2026. Kate Pratt will schedule this date if it is available.

- Retirement/Resignation Letter from Dianne Gonsalez, Pinckney Library's Bookkeeper
  - o Effective October 1, 2025
    - See attached
  - A discussion followed:
    - A "Thank You" for Dianne Gonsalez was discussed
    - The Library Board would like a job description from Dianne Gonsalez
    - The description of the job "Bookkeeper" may need to be changed
  - New and Ongoing Board Issues: This topic was moved to this time because of the tie-in with the discussion.
    - Online Meeting with Paylocity Representative, Trevor Bartlett
    - "QuickBooks" might offer time savings and accuracy
    - Some programs are designed for bigger organization and not a good fit for PCPL

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

#### Reports:

- ↓ Library Progress Report
  - Library CLOSED on Monday, May 26 in observance of Memorial Day
  - Spring 2025 Postcard Mailers:
    - 81 errors/returns from the Spring Postcards
      - Less than 1% of total
      - Since we already paid for the mailing list, it will be the same addresses that will be used for the Summer Postcard Mailing. At this time, Vista Print has no way of allowing us to make edits to that mailing list. They might be able to allow that feature for the Autumn mailing list. Hope will need to follow up.
      - Library is okay if we can't change the current mailing list we've already purchased in case we're not allowed to do any editing in the future.
    - Cost breakdown for Summer Postcard Mailing:
      - \$435 for 10,000 post cards to 48169 zip code
      - \$5.600 for standard mailing
      - \$6,583.99 total
      - \$6535,59 with discount
    - Should we continue to do the postcard mailers in the future? 3 to 4 times a year when an event is worth reporting. Possible Fall 2025 Mailing:
      - Highlight special collections to be found at the library -- "Sweet LEGO Table" "SportPort" "Seed Collection" "Hotspots"
      - National Library Card Sign-Up! Month in September
  - The PCPL ordered Summer Reading Announcement postcards for mailing to 10,000 addresses in the 48169-area code. Expect delivery last week of May
  - Seed Garden Booklet for display and sharing to promote the Seed Library Collection
  - Library of Michigan Directors Meeting on Friday, May 9. Please read these highlighted items in the report:
    - IMLS/LSTA Update
    - State of Michigan State Budget Bills
    - Youth Employment Standards Act (YESA)
    - US Supreme Court Updates Mahmoud v Taylor
    - MeL (Michigan eLibrary) training cuts
    - Michigan Congress expressed support for keeping MeL Catalog
  - REPORT 2025 Puzzle Swap & Sale Program originally scheduled to run just once this year, but because of popularity and positive turnout (276 tickets given out and returned; Attendance drew 50 for the Swap, including 12 kids and 5 teens, and 19 for the Sale, including 7 kids and 1 baby) the Library will offer it again during the Friends November Book Sale on Saturday, November 15, 2025
  - May is Mental Health Awareness Month Library has a display table in the entrance hallway for the whole month of May
  - Report: increase in Library Cleaning monthly cost and Building Coordinator's pay
  - Report: Drawn To the Library Campaign was a success (see photos uploaded to the Board Dropbox Folder for May. Hope, the Library Director, will get them posted on the Library's Instagram account once she is able to fix the account ownership issue, as well as on the library's Facebook page)
  - Update on Library Events:

- Baby Time Storytime on Mondays at 10am weekly (April 7 May 20)
- Family Story Time on Tuesdays at 11am weekly (April 8 May 21)
- Crafty Chix Knitting Group on Thursdays at 12pm-2pm
- Monday Kids Knit & Crochet—3pm-4pm weekly from April 7 May 20
- Friday Kids Knit & Crochet—2pm 3:30pm until May 24, 2025
- Mindfulness Meditation with Denise Johnson on Wednesdays at 11am 11:45am until May 21, 2025
- Off the Shelf Book Discussion on Tuesday, May 20 from 6:30pm-7:30pm—May Book Discussion Title: The Playground by Richard Powers (offered In Person and via Zoom)
- SEVA Gentle Restorative Yoga with Andrea Astley—weekly on Fridays at 10:30am-11:30am starting 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
- ♣ Friends Group Report- Reviewed and on file
  - o No Book Sale in May in preparation for the Big 3-day Book Sale during Art in the Park:
    - Friday, May 30<sup>th</sup> 12pm 6pm (\$7 per bag)
    - Saturday, May 31<sup>st</sup> 10am 6pm (\$6 per bag)
    - Sunday, June 1<sup>st</sup> 10am 2pm (\$5 per bag)
  - Library blocking access to west side of building for book sale set up starting 1pm on May 15<sup>th</sup>; blocking off the Program Room for book sale set up starting Saturday, May 24<sup>th</sup>
  - Friends Meeting on Thursday, May 15th at 6:30pm
  - Library Director will Share "Youth Employment Act Standards Act Amendments" report
- Bookkeeper's Report- Reviewed and on file
- ♣ Treasurer's Report- Reviewed and on file
  - Donations of Note:
    - Ronald & Laureen Smith \$20 donation from Community Shredding
    - Animal Clinic of Pinckney \$100 donation from Community Shredding
    - Lakeland Chiropractic \$120 donation from Community Shredding

Issues: None

#### **NEW AND ONGOING BOARD ISSUES**

- Employee Handbook Revisions
- Report Online Meeting with Paylocity Representative, Trevor Bartlett
  - Moved to Special Issues

**CALL TO THE PUBLIC: None** 

#### **ADJOURNMENT @ 10:56 AM**

Kate Robertson made a motion to adjourn and Judy Wismont seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker

# Dianne Gonsalez South Lyon Word & Data Processing

11971 Nine Mile Road South Lyon, MI 48178 Phone: 414-614-4380 Email: di1690@aol.com

April 21, 2025

Hope Siasoco, Director Pinckney Community Public Library 125 Putnam Pinckney, MI 48169

Dear Hope,

It is with mixed emotions that I announce my intent to fully retire and resign as PCPL Bookkeeper effective 10/1/2025.

The past 25+ years have provided me with an incredible opportunity for professional growth and personal friendships. It has been a privilege to contribute to the Library's development by working with such a dedicated group of people.

I am committed to ensuring a smooth transition, and I will work closely with my replacement to provide necessary information and support. I wish you and the Library continued success in all future endeavors.

Sincerely,

Dianne Gonsalez

Dianne Yonsalez

PCPL Bookkeeper