

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
SEPTEMBER 25, 2025
9:30 AM
HYBRID REGULAR BOARD Draft Minutes

CALL TO ORDER @ 9:30 am

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; Scott Mills, Library Building Coordinator, and Jennifer Brennan, Note Taker.

Guest: Marin Estes, Eagle Scout Candidate; Erin Estes, Lisa Marzewski, Loren Winn

Present via Zoom: Michelle Lewis and Katie Alestra from Plante Moran

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.

SPECIAL ISSUE REGARDING PINCKNEY LIBRARY MILLAGES

- Truth in Taxation Roll Call Vote: Truth in Taxation—The Pinckney Community Public Library held a public hearing on Thursday, September 25, 2025 at 9:35 am for the purpose of receiving comments on the 2025 library millage rate of 1.3895mills and another one for .5700 mills.
- The 2025 tax rate request passed in August 2020 and to be collected in December 2025, is computed at 1.3895 mills, which includes a Headlee Millage Reduction Fraction of .9982, and is due to expire in 2026. The purpose of this millage is to support the operations of the current library facility. A second millage tax rate request, passed in February 2011 and will be collected in December 2025, is computed at .5700 mills, which includes a Headlee Millage Reduction Fraction of .9982 and is due to expire in 2040. This millage is to support the operation of the current library and for debt reduction.
- Shelly Wagnitz makes a motion to adopt the millage rate to be used in 2025 as read; Judy Wismont seconds the motion.

Roll call votes:

- Kate Pratt votes aye
- Shelly Wagnitz votes aye
- Kate Robertson votes aye
- Patti Nicholson votes aye
- Judy Wismont votes aye
- All present voted to approve. Motion passed.

- 2025 Tax Rate Request from Livingston County (L-4029)

- The 2025 request will be signed, dated, filed, and will be submitted to the Putnam Township Clerk and the Livingston County Clerk and Equalization Department before the deadline. The 2025 new tax rate request for operations millage is computed at 1.3895 and is due to expire in 2026, and a second millage tax rate request is computed at .5700 and is due to expire in 2040. Shelly Wagnitz makes a motion to approve the request. Judy Wismont seconds the motion.

Roll call votes:

- Kate Pratt votes aye
- Shelly Wagnitz votes aye
- Kate Robertson votes aye
- Patti Nicholson votes aye
- Judy Wismont votes aye
- All present voted to approve. Motion passed.

- Patti Nicholson, Secretary, and Kate Pratt, President, will sign the form. The report is on file at the library. Hope will send the signed form to the Livingston County Equalization Office, the Livingston Clerk's Office, and the Putnam Township Clerk's Office before the filing deadline.

CONSENT AGENDA

CORRECTION/ADDITIONS TO AGENDA

- The Library Director asked that "Payment for Bond Account" be added to the agenda under Treasurer's Report as a bullet point under "Automated ICS from Bank of Ann Arbor"

READING OF MINUTES FROM AUGUST 21, 2025 BOARD MEETING

PRESENTATION OF BILLS:

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

SPECIAL ISSUES

- Eagle Scout Project Proposal – Marin Estes spoke to the Library Board about her project.
 - Create a flag box
 - Informational and interactive
 - Fold
 - Dispose
 - Ceremony
 - Suggestion for QR code
 - Possible link to PCPL website
 - Marin must talk to Tyra Schmitter
 - Location: Outdoor in rock area across from flagpole
 - Timeline: Finished before the end of November
 - Funding: Scholarship, bake sale or can drive
 - Masons & Eastern Star have agreed to finish funding
 - Inspiration: Mackinaw Island Girl Scout program alumni. She enjoyed the flag ceremony.
 - A discussion followed.
 - Must be maintained.
 - Not an additional responsibility of the library staff.
 - Full disclosure from Patti Nicholson, Library Board Secretary, that she is not Marin's mentor, the idea came directly from Marin, and she will not be supervising Marin on her Eagle Scout Project
 - Must present a complete and detailed plan to the Library Board
 - Kate Roberson made a motion to accept the request by Marin Estes to build her Eagle Scout Project on the library's property pending approval of a more detailed plan and Shelly Wagnitz seconds. All approved and the motion passed.
- Library Bookkeeping Services
 - GUEST – Plante Moran Government Accounting Professionals Team Representatives
 - Katie Alestra has 6 years of municipal experience. She is now the Pinckney Library's Point Person
 - Michele Lewis has been with Plante Moran for 19 years. She lives in Pinckney and has a connection to the Pinckney Library. She will be the lead supervisor for the library's account
 - Katie & Michele met with Diane Gonzalez the PCPL Bookkeeper on September 10 to go over the library's financials and bookkeeping procedures, along with discussing her current responsibilities as bookkeeper for the library
 - One of the consideration from the Bookkeeper Search Committee was moving away from our current payroll company, Paylocity, to another company that Dianne and Hope have been interviewing and researching. Both are currently leaning towards BambooHR. More information will be presented to the Board during their October Meeting
 - Plante Moran Recommendation: Create a part-time Business Operations Assistant position - Tabled
 - Submission part complicated
 - Need a point person at the library
 - Read email from Diane for recommendations
 - Bookkeeper retirement official date: October 31, 2025
 - Delayed from 10-1 to 10-31 mainly due to the payroll issue

OLD BUSINESS:

- UPDATE: New PCs for staff and public
 - New Staff PCs have arrived and have now been installed
 - Hope will work on the set up date for the Public PCs with CPS
 - There are 4 PCs for Youth in children's area
 - Youth PCs are public PCs, but they are all filtered. Conversations of whether to tighten the filtering for those 4 computers due to misuse by Youth patrons that have occurred
 - Incident reports have been filed
 - Library will adopt the suggestions and judgment of the Youth Librarian regarding the state of filtering for those 4 PCs in the Youth area
 - All action will be in accordance with the policy manual
- UPDATE: Livingston County Trustees & Directors Meeting
 - Registered Attendees: currently confirmed – Hope Siasoco, Kate Pratt, Shelly Wagnitz, and Patti Nicholson
- Speaker Steve Bowers TLN

NEW BUSINESS:

Reports:

- Library Progress Report
 - Building Maintenance Update:
 - Parking Lot Landscaping
 - Stones replaced current mulch and was enough for all location
 - Parking Lot Lights
 - York lights
 - Replaced timer/panel
 - New warranty
 - Snow removal: no response back about plant safe salt options
 - Rock salt is not great for building, carpet, or plants
 - Need new company? Options are being considered
 - Highlights from Library of Michigan Directors Meeting Notes – September Meeting
 - State Budget Update
 - League of Women's Voters Forum
 - Read highlights sent by Library Director via email
 - Library is Under Michigan Department of Education
 - New Superintendent
 - Unknown what changes may be made
 - No Michigan Budget for FY2025-2026 as of this meeting date
 - If a state budget is not set by October 1, 2025 there will be a Michigan government shut down
 - A shutdown will affect the Library of Michigan
 - Budget change will affect the next fiscal year
 - Michigan House Budget proposal includes 20% cut across all departments with 20% cut on personnel
 - The Michigan House and Senate and Governor's budgets have yet to be reconciled. If nothing is passed by the September 30th deadline, there will a state government shutdown
 - If the Federal budget is not set by October 1, 2025 there will be a Federal government shut down as well
 - Question and answer section from Library of Michigan Directors Meeting:
 - Question 2 – Bequeathing items/collections to the library as fundraisers
 - Question 3 – When is roll call vote necessary for library boards
 - Question 4 – Need for political consultants?
 - Question 5 – Library Card Information and Privacy Laws
- 2025 Summer Reading Program Statistics – for Youth and Adults
 - Tyra Schmitter looking for more engagement for 2026 Adult Summer Reading Program
 - Suggests grand prizes vs everyone gets a participation prize
- Library Partnership with PCYDI Foundation (The Hub) Afterschool Tutoring on Tuesdays at 5pm-7:15pm (September 29 – December 19) and Thursdays at 3pm-5:15pm (October 2 – December 19) in the Library Board Room (PCYDI Foundation will manage registration and monitoring of children being tutored. By appointment only. Registration Required.)
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am – weekly (September 8 – December 15)

- Family Story Time on Tuesdays at 11am – weekly (September 9 – December 16)
- Crafty Chix Knitting Group on Thursdays at 12pm-2pm
- Monday Kids Knit & Crochet—3pm-4pm weekly from September 8 – December 15
- Mindfulness Meditation with Denise Johnson on Saturdays from 10am -10:45am (September 6, 13, and 27)
- Basic Composting (Sept 13 at 11am)
 - Informative
 - Hands-on learning
 - Composting bin is temporary
- Dragon Masters Scavenger Hunt – from September 15 - 28
- Let's Get Crafty – Friday, September 12 from 2pm-3pm
- SEVA Yoga with Andrea Astley – Fridays from 10:30am – 11:30am (September 19 – November 7)
- Off the Shelf Book Discussion – Tuesday, September 23 at 6:30pm – 7:30pm – August's Book: *Heaven & Earth Grocery Store* by James McBride
- Pop Culture Trivia Night at the Library – Wednesday, September 24 at 6:30pm – 8pm
- Family Bingo Night – Thursday, September 25 at 6:30pm – 7:30pm
- Wednesday, October 1, 2025 – “Cool Cars: Unique Automobiles of the Detroit Historical Society Collection” – A Detroit Historical Society Presentation” at 6:30pm-8pm (In Person presentation. No registration required)
- Groovin' With My Grownup (early childhood music) on Saturday, October 4 from 11am-12pm
- October 1 – start of registration for Autumn Puzzle Palooza on Saturday, October 25th

✚ Friends Group Report

- Friends Meeting -- Thursday, September 18 at 6:30pm
- September 2025 Book Sale—Saturday, 20 from 10am-2pm (Friends will use both the Program Room and the West Side of the Building)

✚ Bookkeeper's Report

- Plante Moran will generate monthly reports starting in October
 - electronic reports should now be up to date
- Plante Moran wants the Library Board to look at the current report and make suggestions
 - The board would like the report to be streamlined
 - The board would like the report in real time
 - The new software will produce reports in January 2026

✚ Treasurer's Report

- Kate Pratt would like to see added under the CD heading the date the CDs come due
- Operations Checking Account
 - Automated ICS from Bank of Ann Arbor
 - Diane Gonzalez suggested the board change the base line to \$150,000
 - Shelly Wagnitz made a motion to maintain a minimum of \$150,000 in the operations checking account at Bank of Ann Arbor and Kate Robertson seconds. All approved and the motion passed.
 - Payment to Library's Bond from Huntington Bank
 - History: Library Bonds were held by Huntington Bank Trust
Pinckney Library was able to pay them automatically because the library kept its second millage to pay for the bonds in a Huntington Bank Government Account
 - Huntington Bank Trust was taken over by Argent Institutional Trust this year
 - Argent is a totally different Trust Holder
 - Pinckney Library is invoiced 3 times per year
 - 2 for bond payments
 - 1 for administration fees
 - Ask Plante Moran what the best way is to pay this bill
 - Invoice or wire transfer
 - What fees are involved?
 - Can Plante Moran pay this bill as a part of their services?
 - Documentation is critical
 - Future options include finding a new bank
 - Pinckney Library must maintain a Good Bond Rating
 - The Library Director was directed by the Board to contact the Bond Lawyer to ask
 - Is it legal to allow a 3rd party to use bill pay?

Issues: None

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Infectious Disease Outbreak Policy – for public and employee handbook
 - Judy Wismont made a motion to accept the Infectious Disease Outbreak Policy for the public as updated and Kate Robertson seconds. All approved and the motion passed.
 - Judy Wismont made a motion to accept the Infectious Disease Outbreak Policy for the Employee Handbook as updated and Kate Robertson seconds. All approved and the motion passed.
 - Jury Duty Policy/Section II Employment Procedures -- Tabled

CALL TO THE PUBLIC

Scott Mills asked, "Up to what age does a child require monitoring on an unfiltered computer." Answer is children under 17 years old

Tyra Schmitter asked a question on behalf of Staff: Is the Employee Handbook almost done?

The update is almost done. The most current update has been emailed to staff.

The Library Director is looking into the option of adopting an Employee Portal. Kate Robertson suggested uploading the most current edition of the Employee Handbook to a Google Drive that gives access to everyone on staff so they can easily refer to it.

Jennifer Brennan made a comment about the Eagle Scout project's maintenance requirement. A fabric flag might not be a great idea. UV damage, insects and mold will become an issue. It should not become another maintenance duty for library staff.

ADJOURNMENT 11:52 am

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

Respectfully Submitted by Jennifer Brennan, Board Notetaker