

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
OCTOBER 16, 2025
9:30 AM
HYBRID REGULAR BOARD MEETING MINUTES

CALL TO ORDER

Present: Kate Pratt, President; Kate Robertson, Treasurer (departed at 10:50am); Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Sara Castle, Youth Librarian/Assistant Director; Tyra Schmitter, Staff Liaison; Scott Mills, Library Building Coordinator; Michelle Lewis, Plante-Moran; Katie Alestra. Plante-Moran
Absent: Shelly Wagnitz, Vice-President

President's Announcement regarding Public Comment Section

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.

PUBLIC COMMENT:

Tyra had a question about the new ESTA paid time off. Do the earned hours roll over from year to year? If so, how many hours can roll over?

CONSENT AGENDA

- **CORRECTION/ADDITIONS TO AGENDA** Judy requested the agenda be corrected to read "Follow up report of Director Expectations of being in house 24 hours each week – Closed Session" under New and Ongoing Board Issues
- ✚ **READING OF MINUTES FROM SEPTEMBER 25, 2025 BOARD MEETING**
- ✚ **PRESENTATION OF BILLS:**
 - October 2025 Bills for Review

Kate Pratt made a motion to accept the Consent Agenda as amended and Judy Wismont seconded. All approved and the motion passed.

SPECIAL ISSUES

- HVAC Issues: Scott Mills reported on the damaged HVAC systems – RTU Units 1, 2, 5 and 6 had corroded heat exchanger coils. Units 1, 2, and 5 need their heat exchangers replaced. But, because of its age, Unit 6 needs to be fully replaced.
- D&R Heating submitted 2 quotes: 1 quote to replace heat exchangers for 3 RTUs; 1 quote for the replacement of Unit 6 RTU.
- Kate Pratt motioned to approve the quote for replacing 3 heat exchangers totaling \$16,575 (with a down payment of \$5000) and to move forward with replacement of unit #6 totaling \$17,975. Kate Robertson seconds. All approved and the motion passed.

OLD BUSINESS:

- UPDATE: Eagle Scout Project Proposal. No new information.
- UPDATE: New PCs for staff and public – Public PCs will be replaced on October 23 – 24.
- UPDATE: Livingston County Trustees & Directors Meeting. Summary of presentation by Steve Bowers from The Library Network and State Librarian, Randy Riley.

NEW BUSINESS:

Reports:

- Library Progress Report
 - Building Maintenance Update:
 - Snow Removal 2025-2026. Scott has talked to many landscaping companies regarding our needs. Better quality of salt to be used on sidewalks that lead into library to reduce carpet damage inside and reduce salt load on landscaping. Scott will work with Rick Sixberry, our 2024-2025 snow removal company and sign a new contract for 2025-2026 season if it's acceptable to the terms of changing the type of salt used.
 - Restroom soap dispensers. Broken dispensers will be removed and a wall plate will be installed to make it look nice.
 - Light Issues -- 14-15ft. high light fixtures in main library area and 1 in the parking lot. Planning to rent a lift to replace lights safely. One of the lights may need more than the light bulb replaced to work again. Scott will keep the board updated on additional repairs needed.

- Highlights from Library of Michigan Directors Meeting Notes – September 12 Meeting
 - State Budget Update
- Conversations on Race Library Series hosted at the Pinckney Library and Pinckney Community Congregational Church (October 25, November 1, November 8 and November 15)
- Issues with Envisionware Printing – Currently No Public Printing at PCPL since last week. This has been very frustrating to deal with and continues to be a problem. Staff and tech consultants at CPS are continuing to search for solutions and in the meantime helping patrons print documents on staff printers.
- Update on Baker & Taylor Closure and How It Will Affect the Pinckney Library—the library uses Baker & Taylor, not just to purchase collection materials, but also uses the Boundless platform for ebooks and eAudiobooks, as well as Content Café platform to provide extra records enhancements for our Autographics Verso Catalog—i.e. jacket cover art, annotations, reviews, etc. Hope is in the process of looking at alternative vendors for Boundless and Content Café.
- Interactive Display – “What I’m Thankful For” in preparation for Thanksgiving starting November 3 and ends November 29
- 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 (October 4 & October 11) and November 22 and November 29 from 10am-11am
 - SEVA Yoga with Andrea Astley – Fridays from 10:30am – 11:30am (September 19 – November 7)
 - Halloween Riddle Scavenger Hunt – from October 20 – November 2
 - 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
 - Stuffed Animal Sleepover – Thursday, October 9, from 7pm-7:30pm; Stuffed Animal Pickup starting Friday, October 10 – Monday, October 13
 - Saturday Movie Matinee of BLACK BAG (Rated R) – October 11 from 1pm – 2:30pm
 - Seed Preservation with Advance Master Gardener, Diane Hayes on Tuesday, October 14 at 6:30pm – 8:00pm
 - Off the Shelf Book Discussion – Tuesday, October 21 at 6:30pm – 7:30pm – October’s Book: *Personal Librarian* by Marie Benedict
 - Tri-City Ghost Hunters Present: A Paranormal Evidence Reveal of the Pinckney Library on Wednesday, October 22 from 6:30pm – 8:00pm
 - Family Bingo Night – Thursday, October 23 at 6:30pm – 7:30pm
 - 2025 Autumn Puzzle Palooza on Saturday, October 25 from 10am – 2pm
 - 2025 Autumn Puzzle Swap & Sale on Saturday, November 15 from 11am – 1pm; Puzzle donation acceptance starts on October 27 – November 14

Friends Group Report

- Friends Meeting -- Thursday, October 16 at 6:30pm
- October 2025 Book Sale—Saturday, October 18 from 10am-2pm (Friends will use both the West Side of the Building and Program Room 1)

Bookkeeper’s Report

- Update on transition to Plante Moran Accounting Katie Alestra gave an update on the new look for the Bookkeeper’s Report.
 - Update on giving payroll/HR and banking access to Katie Alestra
 - Update on Bill.com for Invoice Payments
- Payroll Services
 - Request to consider moving from Paylocity to BambooHR
 - BambooHR Quotes; implement BambooHR first then January 1st the payroll side of BambooHR can be implemented since payroll cannot be implemented in December.
 - Judy motions to transition to BambooHR module as soon as possible and transition to BambooHR Payroll module to begin January 1, 2026 (see attached quote). Kate Pratt seconds. All approved and the motion passes.
- Business Operations Assistant position (part-time) to assist with payroll/bill pay/deposits/etc for 16 to 28 hours weekly. Kate Pratt motions to create a Business Operations Assistant part time senior staff position. Patti seconds. All approved and the motion passes.

Treasurer’s Report – The Board requests for real time information in time for our monthly board meetings.

Issues:

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - How much paid time off can be rolled over at the end of the year? Subcommittee to review and report back to staff and board in November.
 - Jury Duty Policy/Section II Employment Procedures – Tabled
- Follow up report of Director Expectations of being in house 24 hours each week – Closed Session--tabled

CALL TO THE PUBLIC none

Patti motioned to adjourn the meeting at 11:56 am. Judy seconds. All approved and motion passed.

Price Quote



One Easy-to-Use Platform for Everything HR

October 17, 2025 | EXPIRES October 31, 2025

Account Name

Friends of Pinckney Community Public Library

Prepared For Contact

Dianne Gonzalez
di1690@aol.com

Prepared by

Bryce Croxford
bcroxford@bamboohr.com



Total Employee Count

14



Estimated 1st Year Cost

\$5,385.80



One Time Fee

\$500.00



Estimated Monthly Cost*

\$407.15



Total 1st Year Savings

\$1,261.20 19.0%

*Monthly fees based on # of active employees
Plus sales tax if applicable
See following pages for line item breakdown of services

Monthly						
Product	List Price	Quantity	Months	Bundle Discount	Nonprofit Discount	Total (USD)
HR						
Core	\$250.00	14	1		15.00%	\$212.50*
Time Tracking	\$3.00	13	1		15.00%	\$33.15*
Payroll						
Payroll	\$190.00	14	1		15.00%	\$161.50*
Estimated Total Monthly Cost						\$407.15

One-Time				
Service	List Price	Quantity	Discount	Total (USD)
QuickStart Training	\$399.00	1	100.00%	\$0.00
Payroll Foundations Implementation	\$500.00	1		\$500.00
Estimated One-Time Cost		\$899.00	44.38%	\$500.00

* This is your monthly price based on the quoted headcount and products. You will be billed for the employee headcount quoted above until that number is exceeded. If your total employee count changes, so will your total monthly cost.

**** Applicable sales tax may be added. A separate Price Quote for the Payroll product & implementation will be provided from a Payroll specialist. Payment for Payroll implementation will be due immediately upon the closing of the Payroll product. The Bundle Discount will automatically apply any month you are being actively billed for all three products: HR, Benefits Administration, and Payroll.**

*****If you do not complete the onboarding steps and run your first payroll as your first payroll of the new year, you will be charged the difference for a \$1500 full-service payroll implementation and assigned a payroll project manager to help finish setting up your account.**

Month-to-Month | No Long-Term Commitment

Monthly Costs	
Core	\$250.00
Time Tracking	\$39.00
Payroll	\$190.00
Monthly List Price	\$479.00
Effective Total Discount	(15.00%) (\$71.85)
Total Cost Per Month	\$407.15
Due at Activation	
First Month of Core	\$212.50
First Month of Time Tracking	\$33.15
QuickStart Training	\$0.00
Total Due at Activation**	\$245.65

Additional Payroll Services not included in this price quote:
For a full list of additional payroll services offered, [click here](#)

Collect & Remit Garnishments	\$4.00 per garnishment per pay cycle
W-2 forms	\$7.00 per W-2 form
1099 Base Service	\$25.00 Annually
Print & Mail 1099 forms (Note: All 1099 contractors will be mailed a 1099 form)	\$12.00 per 1099 form printed and mailed
Research and/or Problem Solving	\$200.00 per hour, \$200.00 minimum
Custom General Ledger Report Creation (<i>Highly Complex requests will be charged \$600</i>)****	\$400.00
401k/HSA/FSA/Workers Comp Custom Report Creation****	\$300.00
General Ledger Report Updates	\$200.00
401k/HSA/FSA/Workers Comp Custom Report Updates	\$75.00

**** Please note that, upon delivery of a custom report, a 30-day warranty period is granted during which adjustments to the report will be made for no charge.

Core Includes:

- Employee Records
- Company Directory & Org Chart
- Document Storage - 20 GB + 500 MB per active employee
- Applicant Tracking System - 5 Job Openings
- Standard & Custom Reporting & Analytics
- Custom Access Levels
- Custom Email Alerts
- Custom Tabs & Fields
- Time-Off Management
- Training Tracking
- Benefits Tracking
- Company Calendar
- Mobile App
- Onboarding/Offboarding
- eSignatures
- Company Branding
- Audit Trail
- Access to the VirgilHR platform
- Access to the Partner Marketplace
- Open API
- Total Rewards
- Employee Wellbeing
- Employee Satisfaction with eNPS

Add-ons: BambooHR Time Tracking, Payroll, and Benefits Administration may be purchased as add-on products. Benefits Administration and Payroll are currently available for US-based employees only.

Time Tracking Includes:

- Daily Time Entry
- Employee Timesheets
- Automatic Reminders
- Approval Workflow
- Automatic Overtime Calculations
- Report for Payroll

Payroll Includes:

- Real-time data syncs with BambooHR
- Unlimited regular and off-cycle payroll runs
- Federal, state, and local tax filing
- Employee access and digital paystubs
- Flexible pay schedules
- Additional pay adjustments
- Comprehensive payroll reporting
- W-2 filing and creation
- Exceptional customer support
- Data security and privacy

QuickStart Training

To successfully set up your account through the QuickStart program, the following items will need to be met within the 3-week QuickStart timeframe.

- Review the QuickStart training material found on your BambooHR home page.
- Add all of your intended employees to your account (The intended headcount is listed on the sales quote above).
- Enable access in your account for all of your intended employees.
- Completely set up at least one of these features:
 - Time Off: create at least one accrual policy and assign it to an employee(s).
 - Onboarding: create at least two onboarding tasks and assign it to a specific person.
 - Hiring: create and post two job openings in the Open status.

The QuickStart training material will guide you through how to add and enable access for employees and set up three of our features. Upon completing the QuickStart program you can continue your education with BambooHR and set up other areas of your account through the Victory Lap section.

Payroll Implementation Includes:

- In-product tools to guide you through setting up your account and running payroll
- Written and video training on using BambooHR
- Written and video instructions on how to run payroll
- Email support from our team of payroll onboarding specialists if you need assistance prior to running your first payroll
- Full access to our payroll support team following your first payroll run

Implementation does not include the following services: Adjustment of employee self-service and access release/modification; Uploading of files, photos, and documents; Manual data entry (hand entering) from paper files or PDF documents; Setting up of onboarding/offboarding checklists; Posting jobs or importing resumes; Importing any Time Off data prior to the current calendar year; Importing Benefit data in excess of 1 calendar year and for any inactive employees; Importing of any terminated employee data prior to the current calendar year; Extended time longer than the dedicated 4-6 week timeframe. - Extra time, if needed, is billed by the hour at the conclusion of the implementation timeframe

BambooHR will not do custom programming efforts or any development work with the BambooHR API in integrating with external systems. Utilization of the BambooHR API is completed by the customer with technical support available via email. Maintenance of integrated external systems is the sole responsibility of the client. The enablement of BambooHR Marketplace partners is also the responsibility of the client.

Things you need to know in connection with this price quote:

1. Prices quoted above are based on your agreement to subscribe to the above noted services, and represents the number of active employees that you have indicated will be added to BambooHR when fully implemented. Should your number of employees change, or subscribe to additional services, your prices may increase or decrease.
2. Payment for services, including implementation, are due immediately upon acceptance of this price quote. Core/Pro/Elite and add-ons monthly per employee rates or monthly flat rate subscriptions will renew on a month-to-month basis until terminated. Payment for Payroll services, not including implementation, are due at the first payroll run. For Payroll any applicable ancillary charges will be due incrementally as payroll runs are processed.
3. Pricing is dependent on the number of employees using each product. In months where 25 or fewer employees you will be charged a flat monthly rate of \$250.00.
4. Time Tracking pricing is dependent on the number of employees using Time Tracking. In months where there are 3 or fewer employees using Time Tracking a flat rate of \$9.00 will be charged to your account.
5. Payroll pricing is dependent on the number of employees you paid in the previous calendar month. In months where 25 or fewer employees are paid a flat rate of \$190.00 will be charged to your account.
6. In months where a Payroll run has not occurred, you will be charged an account management fee of \$125.00.
7. If you postpone your scheduled implementation date after Year-to-Date (YTD) information has already been added to your account, you will be charged \$200.00 per file of additional YTD data entry.
8. W2 and 1099 forms will be mailed to all terminated employees. Additionally, employees electing to only receive a digital copy will need to opt-in within BambooHR, otherwise, they will receive a mailed copy.
9. BambooHR's services are governed by our Terms of Service found at <https://www.bamboohr.com/legal/terms-of-service>; payroll services are governed by our Payroll Services Agreement found at <https://www.bamboohr.com/legal/payroll-services-agreement>. Both agreements are formally accepted in the product.
10. Please contact your BambooHR sales representative with any questions or changes, or you may contact customer support at 801-724-6600.

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