

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
NOVEMBER 20, 2025
9:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER @ 9:33 am

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Judy Wismont, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Liaison; Scott Mills, Building Coordinator, and Jennifer Brennan, Note Taker and Tyra Schmitter, Staff Member
Jim Jensen, Putnam Township Trustee
Jess Schlicker, community member
Via Zoom: Katie Alestra, Library Accountant, Plante Moran
Absent: None

President's Announcement regarding Public Comment Section

PUBLIC COMMENT: Jim Jensen introduced himself as a Putnam Township Trustee and Library Patron

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 OCTOBER 16, 2025 BOARD MEETING



PRESENTATION OF BILLS:

- November 2025 Bills for Review
- Kate Robertson requested the Solar Energy Reach Out discussion be tabled until January
- Kate Pratt made a motion to accept the Consent Agenda as amended and Patti Nicholson seconds. All approved and motion passed.

SPECIAL ISSUES

- Fundraiser Proposal: Indoor Holiday Program at the Pinckney Library – guest: Jess Schlicker
 - Create an event to include the community, local businesses, children, and families
 - Larger event to last several hours throughout the library
 - Possible for 2026
 - Small event for this year
 - Idea: Story Hour with Santa
 - Must get Sara Castle, Youth Librarian, involved if any kid's programs are planned as part of this event
 - This could be a fundraiser for the library
 - Kate Robertson and Judy Wismont volunteered to participate as part of the organizing committee for this event starting in 2026
 - Hope will reach out to staff at the next All Staff Meeting to ask for one or two staff members to be part of this organizing committee. Hope will also reach out to the Friends Group and maybe another member of the community
- Solar Energy Reach Out – email from Marie Clay on November 3, 2025—Tabled until January 2026
- Request to close the library on Friday, December 12, 2025, from 10am-2pm for staff training
 - Shelly Wagnitz made a motion to close the library on Friday, December 12, 2025 from 10am-2pm for staff training and Kate Robertson seconds. All approved and motion passed.

OLD BUSINESS:

- UPDATE: HVAC Issues
 - All HVAC issues have been addressed
 - Payment to D&R Heating will be via installments until January 2026
- UPDATE: Eagle Scout Project Proposal – learning how to fold a flag display
 - Moved to an indoor display near the fireplace
 - January deadline for completion
 - Planned December installation

NEW BUSINESS:

Reports:

- Library Progress Report

- News: Stephanie Hall, new Library Business Operations Assistant, part-time, senior staff (starts November 10, 2025)
- ThinkSpace Leadership Conference – December 4 and 5, 2025 (Midland) and May 14 and 15, 2026 (Petosky) + 2 online conference dates - TBD
- Building Maintenance Update from Scott Mills
 - Library has multiple lighting and electrical issues that need addressing
 - Ashcot Electric will do a walk through and fixes on Friday, November 21, 2025, and possibly another date in case the one Friday will not be enough. They are bringing a lift to address lighting issues that are too high to reach using a tall ladder
 - Cost estimated as \$500.00 for first visit plus additional for follow-up
 - Schedule a follow-up visit to finish all work
 - DTE has a program which might reimburse some of the cost. Scott will look into this
- Highlights from Library of Michigan Directors Meeting Notes – September Meeting
 - Library of Michigan – Michigan Humanities Council and Library of Michigan 2025-2026 Great Michigan Reads
 - Current Conversations – How data is used by libraries
 - Law
 - Millage Prep for 2026 – important dates for consideration
 - Anne Seurnyck at Foster Swift is doing a millage prep webinar – dates to come
 - Question & Answer – Please make sure to look at this section:
 - Q1 & Q2 - Accessibility for Hearing Impaired
 - Pinckney Community Public Library is up to date
 - Q4 – Concern for Michigan Penal Fines
 - Q6 – Concern regarding the Michigan Library Establishment Clause in the Constitution
- Update – Baker & Taylor's closure by end of the year. Important Dates: November 21 – last date for ordering through TitleSource; December 12 – last date customers can access TitleSource (Baker & Taylor Ordering platform)
- Pinckney Library now has an account with Ingram for physical collection ordering
- Update – moving the library from Baker & Taylor's Boundless platform to OCLC's CloudLibrary
 - December 17th – all Boundless titles owned by Pinckney Library will be transferred to CloudLibrary
 - Date to access OCLC CloudLibrary – TBD in December/January
 - Pinckney Library eBook and eAudiobook access after December 17th – Hoopla digital, ComicsPlus, and Freading
 - Content café—provider of book jacket cover art and enhanced content records—may become its own company, according to Baker & Taylor
- Interactive Display – “What I’m Thankful For” in preparation for Thanksgiving starting November 3 and ends November 29
- Giving Tree Doves at the Pinckney Library display up now until December 4th
- Thanksgiving Holiday Closure Reminders:
 - Closed on Thursday, November 27 for Thanksgiving Day
 - Open 10am – 2pm on Friday, November 28
 - Open 10am – 2pm on Saturday, 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
 - SEVA Yoga with Andrea Astley – Fridays at 10:30am-11:30am starting October 17 – November 7, 2025
 - Mindfulness Meditation with Denise Johnson – Saturdays from 10am-11am from November 22, 2025 – January 3, 2026
 - Fairytale Adventures—Wednesday, November 5 at 6:30pm-7:30pm
 - Monday Kids Knit & Crochet—3pm-4pm weekly from September 8 – December 15
 - 2025 Autumn Puzzle Swap & Sale on Saturday, November 15 from 11am – 1pm; Puzzle donation acceptance starts on October 27 – November 14 (attendance – Swap: 30; Sale: 8; Sale revenue: \$58)
 - Off the Shelf Book Discussion – Tuesday, November 18 at 6:30pm-7:30pm – November is BYOB (Bring Your Own Book) to recommend titles for 2026
 - Family Bingo Night – Thursday, November 20, at 6:30pm-7:30pm
 - Bad Guys 2 Movie Showing – Wednesday, November 26 at 1pm-3pm

- ✚ Friends Group Report- Reviewed and on file
 - Friends Meeting -- Thursday, November 12 at 6:30pm
 - November 2025 Book Sale—Saturday, November 15 from 10am-2pm (Puzzle Swap and Sale will be in the Big Program Room while Book Sale will be in the Board Room and west side of the building)
 - Judy Wismont offers a heartfelt thanks to the Friends for all their new and creative ideas
- ✚ Bookkeeper's Report- Reviewed and on file
 - Update on transition to Plante Moran Accounting & new Business Operations Assistant
 - Bill.com and Intacct software update
 - Shelly Wagnitts likes the look of the Bills.com report.
 - New Square cash register
 - CPS will help with software set-up
 - Request from Board Members to have page numbers added to document
 - Quickbooks will be used until year end 2025
 - Bambo HR--all staff members have an account on BambooHR in preparation for payroll transition in 2026
- ✚ Treasurer's Report- Reviewed and on file
 - Is a minimum balance required on the Checking-5798?
 - Kate Robertson will confirm it is not required
 - Shelly Wagnitz made a motion that the minimum balance on Checking-5798 be maintained at the minimum and the rest be transferred to sweep account ICS-5426. This will be done automatically if available but if not then done quarterly and Kate Pratt seconds. All approved and the motion passed.

Issues: None

NEW AND ONGOING BOARD ISSUES

- Employee Handbook Revisions
 - Jury Duty Policy/Section II Employment Procedures
 - Now Includes part-time employees
 - Pay is covered only if the employee is normally scheduled to work
 - Move from Employment Procedures to Employee Benefits
 - Judy Wismont made a motion to accept the Jury Duty Policy in the Employee Handbook as presented and Kate Robertson seconded. All approved and motion passed.
 - Final Version - See Attached
 - ESTA questions clarified by Shelly Wagnitz
 - Item #3 First Line
 - Accumulated time will accumulate year to year (roll-over) but only 72 hours can be used in any given year
- Presentation of 2025 Budget Readjustments and 2026 Budget Proposal
 - DRAFT discussion with Katie Alestra
 - 2026 Budget Proposal is based on 3% increase on majority of line items
 - Unless special % is required for a specific line item as noted
 - Side topic: Maintenance schedule needs to be developed to aid in the budgeting process
- Presentation of 2026 Wage and Salary Proposal
 - Presented to the Board for consideration during their Annual Board Meeting
- Reporting Director's Schedule – Closed Session – Library Board went into closed session to discuss the Director's Schedule with Hope Siasoco.
 - Motion by Shelly to go into closed session. Kate Pratt seconds the motion. All approved. Board went into closed session at 12:11pm
 - Library Board returned to open session at 12:53pm

CALL TO THE PUBLIC -- None

ADJOURNMENT

- Judy motions to adjourn. Kate Robertson seconds. All approve. Meeting Adjourned at 12:55pm

Respectfully Submitted by Jennifer Brennan, Board Notetaker and Patti Nicholson, Secretary

Employee Handbook Jury Duty Policy

Current policy in Black

II.L. JURY DUTY

Serving on a jury is one of the responsibilities of good citizenship. While it is true that you are paid by the court to serve, it is also true that such payment seldom equals your regular compensation. Therefore, if you are a regular full time employee, you will receive absence pay to make up the difference between your jury duty pay and your ordinary earnings during the work days you serve on the jury.

Proposed new policy in Blue

IX. EMPLOYEE'S BENEFITS (rather than under Employment Procedures)

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I. JURY DUTY

Serving on a jury is one of the responsibilities of good citizenship, however it should not be a hardship. Therefore, all regular full and part-time employees will be paid their full wages for any scheduled time missed due to jury duty.

J. DIRECTOR'S BENEFITS