

**PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
DATE: December 20, 2011**

1. **Call to order:** The meeting was called to order by President Banner at 6:56 pm.
2. **Roll call:** Present: Paul Banner, Linda Driscoll, Roycene Fish, Patricia Foldesi, Robert Heasley, Richard Holcomb, and Susan Sonnevil. Absent: none.
3. **Acknowledgment of guests:** There were no guests.
4. **Acceptance of agenda\*:** The agenda was approved on a motion by Heasley with support from Holcomb.
5. **Reading and approval of minutes\*:** The minutes of the November 22<sup>nd</sup> meeting were accepted on a motion by Holcomb with support by Fish
6. **Monthly financial report\*:**

**Stanley Stevens Endowment Fund:** President Banner reported that the Stanley Stevens fund was \$77,425.48. Grantmaking stands at \$3003.60 and will increase to \$5989.17 as of January 1, 2012

**Transfers:** The following transfers were approved on a motion by Heasley with support from Driscoll:

- **\$6940.07 to 9787 Cap. Imp. Computer and Peripherals** from 9800 Additions to Reserve Fund. This includes \$6400 to Tony Clark for installing the new server, and additional components for the server.
- **1169.08 to 9789 Cap. Imp. Fixtures & Equipment** from 9800 Additions to Reserve Fund. This is additional monies to AVI for the AV upgrade on the lower level.
- **\$44,591.06 to 9790 Cap. Imp. Bldg. & Grounds** from 9800 Additions to Reserve Fund. This to cover Payment Application #3 from Cornerstone for the remodeling project.

**Bills** were approved on a motion by Heasley with support from Holcomb.

**Grants credited to expense accounts:**

- 11/03/2011 Patron \$5.00 to 6760 (computer classes)
- 11/10/2011 Various patrons \$40.00 to 7420 Programs (computer classes)
- 11/21/2011 Friends of the Library \$59.25 to 8540 Publicity (Jottings ad for book sale)

**Transfer from First Community Credit Union to PNC Bank**

Stannard reported that she transferred \$75,000 on December 1 from the library's First

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Community CU savings account to PNC Bank to cover the cost of the remodeling projects and the \$6000 to the new Health Savings Accounts.

**Payment to Kalamazoo County**

Stannard reported that she received an invoice from Kalamazoo County for \$2519.13, which is the library's share of the tax refund granted to Dixie Paper by the Michigan Tax Tribunal. This will reduce tax income from the City of Parchment, and will be reflected in the December financial report.

7. **Public comment:** There was no public comment.
8. **Monthly Directors' report\*:** Stannard presented the report.
9. **Monthly statistical report\*:** Stannard presented the report.
10. **Communications:** There were no communications.
11. **Committee reports:** There were no committee reports.

**Unfinished business**

12. **Update on remodeling project:** Stannard reported that the remodeling project is complete except for a few items remaining on the punch list.
13. **Update on AV upgrade:** Stannard reported that she is waiting for an installation date from AVI to complete the project.
14. **New outdoor sign:** Stannard suggested that the library replace the current moveable-letter sign with a static sign – one that just has the library's name on it. The sign will also serve to direct visitors to Kindleberger Park. She believes the DDA will help fund approx. \$5000 of the cost.

**New business**

15. **Item 15 Policy Review – Circulation Policy – 1<sup>st</sup> Reading**  
The policy was accept for first reading on a motion by Heasley with support from Holcomb.
16. **Board comments:**
17. **Adjournment:** The meeting was adjourned by President Banner at 8:10 pm.  
Submitted by: Teresa Stannard, Director. *\*Items marked with an asterisk (\*) will have accompanying documentation in the board packet. Each document will be marked with the Item number (i.e. Item 4), followed by subheadings a, b, c, etc. as necessary.*