

**MINUTES OF THE PARKLAND COMMUNITY LIBRARY
BOARD OF DIRECTORS MEETING**

September 22, 2022, at 7:00 p.m. at the library

In Attendance: Kathy Osmond, Lynne Harakal, Lisa Luciano, Carrie Nedick, Lisa Roth, Pranshu Gupta, Nicole Wentline. Madlen Miller on the phone.

Absent: Nancy Holler

Also Present: Sammit Bal, Student Representative, and Debbie Jack, Executive Director

PRESIDING: Kathy Osmond

CALL TO ORDER: 7:04 p.m.

TREASURER'S REPORT: Lisa Luciano

After going thru the financial statements sent to board members ahead of time, Lisa Luciano mentioned that she is now looking to set up meetings to discuss the quasi-endowment idea posed a few months ago. The July 2022 and August 2022 Financial Statements were received for filing.

MOTION FOR APPROVAL OF MINUTES:

Lisa Roth made a motion to approve the July 28, 2022, minutes. Nicole Wentline seconded the motion and the July 28, 2022, minutes were unanimously approved.

Going forward, Debbie will be asking one staff member each month to talk about their areas/departments. Jackie Hoimes, Head of Youth Services presented tonight on the following:

- In-House Library Programs
- Patron Services
- Collection Development
- Community Programs
- Managerial Tasks (budgets for Collections & Programs, supervise YS staff)

Brief discussion on how climate in the world right now has created some new challenges to what types of books and materials the library has on hand, and also what events are run.

EXECUTIVE DIRECTOR'S REPORT: Debbie Jack

Edge of the Woods/Parkland Nurseries have been contacted to get complete details as to what encompasses the landscaping. Debbie would like to post laminated guides outside telling everyone exactly what we have. There was some further brainstorming around use of QR codes instead.

Debbie also recently participated in a webinar on Libraries & Community Well-Being and reported out on some good tips she picked up, and reinforcements on some things already being done.

- How do we know what we are doing are really working?
- Offer a mini-grant of \$500 to fund short term projects and then you can learn what services/events might be most needed
- Statistics show 30% of pre-K students are not ready to enter kindergarten

ACTION: Lisa Roth will see if she can get some PSD specific info on kindergarten readiness. Also checking with the Educational Foundation to see what kind of grants are submitted by kindergarten and first grade teachers.

PRESIDENT'S REPORT: Kathy Osmond

August 1, 2022 - Kathy and Carrie met with Debbie Jack to discuss her annual review and goals for the 2022-23 year

August 2, 2022- Webinar attended by Kathy, Lynne and Nancy around board diversity, that was focused primarily on libraries.

August 24th - Sammit and Kathy met at the library for a tour and quick orientation to outline what the board is hoping his role will provide, especially as a liaison for students.

HR COMMITTEE: Carrie Nedick

Carrie will be setting up a meeting soon and will report back after that.

BOARD ACTION ITEMS

Committees established for the 2022-23 year - Motion by Lynne Harakal, seconded by Carrie Nedick.

NEW BUSINESS:

Sammit talked about some of the ideas that came out of the Aug 24th brainstorming session with Kathy, Jackie Hoimes and Amanda Evans.

- Advertising SAT practice exams (Sept 24th session filled up very quickly)
- Looking to do another SAT practice test in the spring
- Some friends of his volunteer with a non-profit: Big Brainers ([Home | Big Brainers](#)) – this is a tutoring service for students - \$5 per hour session on wide range of subjects, but all money is then donated to other organizations (i.e. Red Cross, Team Trees, NAMI). Looking to do an in-person event, at the library, targeted towards elementary students (basics of computer science, coding, managing finances, public speaking, Spanish, etc).

All board members were encouraged to reach out to Sammit if you have any ideas on other programs/events that we could partner with the school district on.

Financial Sustainability discussion

Kathy and Debbie have been having some chats about this and Debbie also contacted Mark, our library consultant for the region. Kathy was advised by someone in a neighboring area that the library's millage rate can be raised without going to referendum - might just have to be asking the 3 townships to automatically raise the millage. Kathy is going to consult with our solicitor on this. **ACTION:** Lisa Roth going to see if 3-5 year PCL tax revenue report is available from PSD Business Office.

Entered into **Executive Session** for personnel matter at 8:26pm

Came out of Executive Session at 8:31pm

Motion to adjourn regular meeting at 8:31pm by Carrie Nedick, seconded by Lynne Harakal.

Respectfully submitted,
Lisa Roth, Secretary