

**Coopersville Area Public Library  
333 Ottawa Street  
Coopersville, MI 49404**

**Minutes from the Board Meeting on: April 28, 2021**

**Call to Order:** Judy VanDongen called the in person meeting to order at 7:02 p.m.

**Members present:** Judy VanDongen, Roland DeVries, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox

**Absent:** 0    **Staff Present:** Elyshia Hoekstra

**Approval of Agenda: M/S (B. TerAvest, P. Lindberg) to approve 4/28/2021 agenda.**(Page 1) Motion carried.

**Approval of Minutes: (A. Driedger, R. DeVries) to approve 3/10/2021 board meeting minutes.** (Pages 2-3) Motion carried.

**Public Comment: No public present**

**Financial Reports:**

**A. M/S (B. TerAvest, S. Mayrose) to receive and file** March 2021 Operations: Balance Sheets & Budget vs. Actual. (Pages 4-5). Motion carried.

**B. M/S (R. DeVries, P. Lindberg) to receive and file** Statement of Income. (Page 6). Motion carried.

**C. M/S (B. TerAvest, P. Lindberg) to approve** March, 2021 expenditures and deposits including ACH transactions #19987-20016 totaling \$26,996.22 (Page 7). Motion carried.

**D. M/S (S. Mayrose, R. DeVries) to approve** April, 2021 expenditures and deposits to date including ACH transactions #20017-20030 totaling \$16691.67 (Page 8). Motion carried.

**E. M/S (R. DeVries, S. Mayrose) to receive and file** Mastercard (old) Reconciliation Detail (Page 9). Motion carried.

**F. M/S (N. Fox, B. TerAvest) to receive and file** Mastercard (new) Reconciliation Detail (Page 10). Motion carried.

**G. M/S (P/ Lindberg, B. TerAvest) to receive and file** March CADL Building Expansion Budget Performance (Page 11). Motion carried.

**Correspondence/Marketing (Pages 12-18): M/S (A. Driedger, B. TerAvest) to receive and file.** Motion carried.

A. CADL Press Releases

B. Ottawa County Corporation Council Letter

**Director's Report (Pages 19-25): M/S (S. Boomgaard-Rasch, S. Mayrose) to receive and file.** Motion carried.

*Elyshia had high praise for library staff and its performance while she was on maternity leave. She was very thankful for the way Katie took over the director's responsibilities. Roland suggested we present Katie with some type of gift card to show the board's appreciation.*

**M/S (R. DeVries, B. TerAvest) to approve** the purchase of a \$100.00 gift card to be presented to Katie VanHuis in appreciation of her extra help and hours filling in as library director while Elyshia was on maternity leave. Motion carried.

*Elyshia will purchase the gift card and present it to Katie.*

A. Friends Survey

*Elyshia commented that the Friends' bake sale was a success and raised \$474.00. It was mentioned that the Friends were very appreciative of donated baked goods and sent handmade notes of gratitude to volunteer bakers. Elyshia also recognized Kayla S for the masks she is making/selling for the library.*

*Friends have decided not to provide gate workers for the Berlin Fair.*

*Elyshia will inform the Friends that board members approve of all their fund raising ideas as outlined in the minutes from the group's April 14, 2021 minutes.*

### **Committee Reports:**

Ground Committee – discussion

*Roland will plan on spraying the parking lot cracks and flower beds for weeds as he has done in the past. He will safely use Roundup pre emergents. Thank you, Roland, for providing this service free of charge.*

*Board members will meet on May 20, 2021 at 6:30 p.m. for a spring cleanup of the library grounds. Elyshia will invite the Friends of the Library to help.*

*Budget Committee will meet with Kim/Business Manager on Monday, May 10, 2021, at 10:00 a.m.*

### **New Business:**

**A. M/S (P. Lindberg, R. DeVries) to approve** Westrate Fund Disbursement Approval (Pages 26-27). Motion carried.

**B. M/S (R. DeVries, B. TerAvest) to approve** NEODL Fund Disbursement Approval (Pages 28-29). Motion carried. **lishe**

### **C. Discuss and decide on Library Hours.**

*Library hours will stay the same as they currently are until June 1 when they will return to precovid hours and Thursday will be reinstated as the late night. This will allow library staff time to inform the public of the return to previous hours. Curbside service will still be available after time schedule changes. Elyshia may need to hire another part time employee.*

### **D. Discuss and decide on July 4/5 Holiday Hours.**

*Board members felt that the library should be closed on Monday, July 5, 2021 since it is a bank holiday anyway.*

**M/S (B. TerAvest, S. Boomgaard-Rasch) to approve** closing the library on Monday, July 5, 2021 for the 4<sup>th</sup> of July Holiday. Motion carried

*Roland suggested that board members donate their board stipends to a “slush fund” that can be used to purchase gifts or gift cards for appreciation, special events, celebrations, etc.*

**M/S (B. TerAvest, P. Lindberg) to approve** establishment of a “slush fund” funded by donations of library board members’ stipend. The “slush fund” will be a line item in the library’s budget and will be used for gifts or gift cards for appreciation, special events, celebrations, etc. Motion carried.

### **Unfinished Business:**

*ProTech will begin installation of new furnace and air conditioner on Mon. May 3, 2021.*

*Employee Handbook revision update: Arno reported that he and Sue will be reviewing the current employee handbook and comparing it to other sample handbooks supplied by Carol Dawe. They will use a simple template as a model. Once revisions are made, they will be presented to Elyshia for her approval. Attorney, Mr. Butterer, will not be hired for the process at a savings of \$3,000-\$5,000.*

**Public/board Comments:** *No public present*

*Roland has some concerns about staff using personal phones while working in the library. Elyshia will look into his concern.*

**Next Board Meeting: May 19, 2021**

**Adjournment: 8:04 p.m.**