

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on June 21, 2023.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:24 p.m.

Members Present: Sue Boomgaard-Rasch, Stephanie Mayrose, Pat Lindberg, Greg Dunn, Kathi Waldecker, Roland DeVries, Bob TerAvest, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: All members present

M/S (R. DeVries, S. Mayrose) to approve 2/21/2023 amended agenda (Page 10). Motion carried.

M/S (P. Lindberg, R. DeVries) to approve 5/17/2023 amended minutes (Pages 11-12). Motion carried.

Public Present/Comments: No public present

Financial Reports:

- A. M/S (K. Waldecker, S. Mayrose) to receive and file June Operations: Balance Sheets & Budget vs. Actual (Pages 13-14).** Motion carried.
- B. M/S (R. DeVries, B. TerAvest) to approve May expenditures, including ACH transactions #20676-20685 totaling \$24,994.45 (Pages 15-16).** Motion carried.
- C. M/S (S. Mayrose, R. DeVries) to approve June checks to date, including ACH transactions #20686-20698 totaling \$8,861.45 (Page 17).** Motion carried.
- D. M/S (P. Lindberg, G. Dunn) to receive and file Statement of Income (Page 18).** Motion carried.
- E. M/S (B. TerAvest, R. DeVries) to receive and file Visa Reconciliation Detail (New Credit Card (Page 19).** Motion carried.
- F. M/S (B. TerAvest, S. Mayrose) to receive and file Mastercard Reconciliation Detail (Temporary) (Page 20).** Motion carried.
- G. M/S (K. Waldecker, R. DeVries) to receive and file Mastercard Reconciliation Detail (Old Credit Card-Now Closed) (Page 21).** Motion carried.
- H. M/S (P. Lindberg, S. Mayrose) to receive and file CADL Building Expansion Budget Performance (Page 10).** Motion carried.

Correspondence/Marketing: - Pages 23-31

M/S (R. DeVries, P. Lindberg) to receive and file Correspondence and Marketing (Pages 23-31). Motion carried.

- A. CADL Press Releases
- B. June/July Calendar of Events (edited)
- C. Programming Flyers

Director's Report–(Pages 31-33)

M/S (B. TerAvest, S. Mayrose) to approve Director's Report (Pages 31-33). Motion carried.

- *There was a \$650.00 fee for tech to replace sensors in the community room and batteries in the ceiling panel.*
 - *Need to add "Errors" and "Omissions" to CADL's liability insurance. Elyshia will obtain quotes and check with Lakeland Library Cooperative for advice.*
 - *CADL will continue using Google for email services. Approximate cost is \$500.00.*
- A. Friends May Financial Report (Page 34)
Friends of the Library has donated \$300.00 for staff appreciation, recognition, etc.
- B. Comerica Bank Resiliency Letter (Page 35)

Committee Reports:

M/S (P. Lindberg, N. Fox) to approve Land Acknowledgement Statement committee report. Motion carried.

Elyshia shared a verbal report after meeting with a staff member concerned about the Land Acknowledgement Statement. She will meet with staff member to make plans for recognizing, acknowledging, and celebrating Indigenous People of the region.

New Business:

- A. **M/S (R. DeVries, B. TerAvest) to approve** CADL Board Meeting Schedule 2023/2024
- B. **M/S (B. TerAvest, S. Mayrose) approve** Resolution of "Designation of Authorized Signatures" (Page 37). Motion carried.
- C. **M/S (R. DeVries, B. TerAvest) to approve** Resolution of "Designation of Fund Depositories" (Page 38) Motion carried.
- D. **M/S (P. Lindberg, B. TerAvest) to approve** Pre-Approved Bills 2023/2024 (Page 39). Motion carried.
- E. **Discussion – 2023 Auditor-Pages 40-55**
M/S (R. DeVries, B. TerAvest) to approve 2023 Auditor (Pages 40-55). Motion carried.
This was the lowest bid.

Unfinished Business:

- A. **M/S (B. TerAvest, R. DeVries) to approve** L4029 Edit (Page 56). Motion carried.
- B. Discussion-SecurAlarm – Pages 57-70
M/S (G. Dunn, R. DeVries) to table decision on alarm system until the director can conduct more research, gather two more quotes, and consult with Ottawa Sheriff Department. Motion carried.
- C. Discussion-Director Evaluation
M/S (R. DeVries, B. TerAvest) to approve 3% merit pay increase for Director Elyshia Hoekstra. Motion carried.
- D. Judy/Arno Thank Yous
Plans are underway to create an area in the Boersma Room labeled "Judy's Corner" (or something similar) with a plaque sharing recognition and appreciation for Judy Vandongen's selfless service to CADL. Also, Judy and Arno Driedger will be presented a restaurant gift card as a token of appreciation for serving on the CADL board. The plaque and gift cards will be paid for by CADL board members.

Public/Board Comments: No public present

Adjournment: 9:20 p.m.

Next Board Meeting: July 19, 2023 at 7:00 pm

