

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on October 20, 2021.

Call to order: Judy VanDongen called the in person meeting to order at 6:55 p.m.

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

Staff Present: Elyshia Hoekstra/Director

Absent: All present

Approval of Agenda: M/S (A. Driedger, B. TerAvest) approve 10/20/2021 agenda (Page 1). Motion carried.

Approval of Minutes: M/S (P. Lindberg, B. TerAvest) to approve 9/15/2021 board meeting minutes. (Page 2-3). Motion carried.

Public Comment: None/No public present

Financial Reports

A. M/S (S. Mayrose, A. Driedger) to receive and file October Operations: Balance Sheets & Budget vs. Actual (Pages 4-8). Motion carried.

B. M/S (A. Driedger, B. TerAvest) to approve September expenditures, including ACH transactions #2011-20150 totaling \$12,029.75 (Page 9). Motion carried.

C. M/S (N. Fox, S. Mayrose) to approve October checks to date #20151-20169 totaling \$23,777.52. (Page 10). Motion carried.

D. M/S (P. Lindberg, B. TerAvest) to receive and file Statement of Income (Page 11). Motion carried.

E. M/S (B. TerAvest, R. DeVries) to receive and file Mastercard Reconciliation Detail (Page 12). Motion carried.

F. M/S (A. Driedger, P. Lindberg) to receive and file CADL Building Expansion Budget Performance (Page 13). Motion carried.

G. M/S (S. Mayrose, N. Fox) to receive and file Audit Engagement Letter (Pages 14-18). Motion carried.

Correspondence/Marketing

M/S (A. Driedger, S. Boomgaard-Rasch) to receive and file Correspondence and Marketing (Pages 19-25). Motion carried.

A. CADL Press Releases

B. November Calendar of Events

C. Library Event Flyers

Director's Report

M/S (P. Lindberg, R. DeVries) to receive and file Director's Report (Pages 26-33). Motion carried.

No Friends Minutes

Committee Reports

Policy Committee meeting notes (9/28/2021-Page 34).

**Arno summarized the policy committee's notes and commented that progress was going well. Committee is pleased with the "divide and conquer" approach to updating the CADL's Employee Handbook.*

New Business

A. M/S (A. Driedger, S. Boomgaard-Rasch) to approve Employee Inservice Afternoon scheduled for November 16, 2021 from 1:00 pm -5:30 pm. Motion carried.

**Employee in service will consist of a webinar on de-escalation training.*

**Elyshia will post the inservice date/time for the public at the beginning of November, 2021.*

B. Parking Lot Light Quotes/Discussion

M/S (R. DeVries, P. Lindberg) to approve/accept a motion to grant CADL Director Elyshia Hoekstra the authority to spend up to \$2,600 to repair the parking lot lights. Elyshia can select a vendor after looking over all submitted bids. Motion carried.

C. Copier Quotes/Discussion (Pages 35-46)

M/S (R. DeVries, B. TerAvest) to approve/accept Copier Quote from Applied Imaging to lease the Ricoh IMC3000 copier.

D. PPP Loan

M/S (J. Vandogen, A. Driedger) to approve/accept a motion to grant CADL Director Elyshia Hoekstra the authority to engage the law firm of Foster and Swift regarding advice on the PPP loan which CADL may have received in error. Motion carried.

**The error comes in the 'non-profit' designation that Choice One Bank put on the loan application. CADL is a non-profit governmental agency, but on the loan application was labeled as a non-profit religious agency.*

**The PPP loan for \$35,682.00 was approved on January 27, 2021.*

**Some funds are budgeted for legal advice and an errors/omissions clause is in the library's insurance policy.*

Unfinished Business:

**Elyshia has suggested that the personnel committee keep the discussion about the MERS matching program alive for the next budget meeting and when the MERS contributions have been paid off.*

Public/Board Comments: No Public Present

**Elyshia mentioned that Governor Whitmer has declared October 2021 as Michigan Library Appreciation Month.*

**"... I, Gretchen Whitmer, governor of Michigan, do hereby proclaim October 2021 as Michigan Library Appreciation Month. During this time, I encourage all residents to visit their library in person or virtually to connect to the myriad of services, resources, and collections their library provides."*

**Elyshia encouraged board members to contact State Representatives to oppose HB 4536 which diverts civil fines away from local libraries. Voting on the bill was to proceed on Tuesday, Oct. 19 which was yesterday. Elyshia will find out if voting occurred and if it is still possible to register opposition to it passing.*

Adjournment: 7:57 p.m.

Next Meeting: November 17, 2021

