

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

MINUTES FROM THE BOARD MEETING ON: OCTOBER 14, 2020

Call to Order: Judy VanDongen called the meeting to order at 7:00 pm.

Members present: Judy VanDongen, Roland DeVries, Pat Lindberg, Bob TerAvest, Stephanie Mayrose, Arno Driedger,

Absent: Norine Fox

Staff present: LaVonne Marshall, Katie VanHuis, Kayla Shinabargar, Heidi Tagg

Public Present: Molly Thiss

Guest Moderator – director’s search: Carol Dawe

Approval of Agenda: M/S (R. DeVries, S. Mayrose) to approve 10/14/2020 agenda. Motion carried.

Approval of Minutes: M/S (B. TerAvest, R. DeVries) to approve the 9/15/2020 board meeting minutes. Motion carried.

Public Comment:

Financial Reports:

A). M/S (R. DeVries, S. Mayrose) to receive and file October 2020 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (A. Driedger, B. TerAvest) to approve September expenditures transactions #19858, 19859, 19860, 19862, 19863, 19873, 19874 totaling \$22,204.44. Motion carried.

C). M/S (A. Driedger, B. TerAvest) to approve October checks to date #19861, 19864 -19871 including ACH transactions totaling \$11,000.39. Motion carried.

D). M/S (S. Mayrose, R. DeVries) to receive and file October Statement of Income. Motion carried.

E). M/S (B. TerAvest, A. Driedger) to receive and file Mastercard Reconciliation Detail. Motion carried.

F). M/S (P. Lindberg, R. DeVries) to receive and file CADL Building Expansion Budget Performance report. Motion carried.

G). M/S (P. Lindberg, R. DeVries) to receive and file Building Expansion Bond Interest payment. Motion carried.

H). M/S (R. DeVries, A. Driedger) to approve MERS Certification of Termination. Motion carried.

Correspondence and Marketing: M/S (R. DeVries, B. TerAvest) to receive and file. Motion carried.

A. CADL Press Releases

B. Luke Meerman State Representative letter

C. Coopersville Sportsman’s Club Request

D. Jay Mosher Thank You

E. RB Digital Transferring to OverDrive flyer

F. CADL YouTube

G. A Murder Mystery Story Project – flyer and 2 pgs. of 1st chapter

E. Chester Township Trustee search correspondence

M/S (A. Driedger, B. TerAvest) to receive and file the October Director’s Report.

Main topic of discussion pertinent to the Director’s report was the recommendation from the director to cut open hours and implement curbside service in place of open hours. B. TerAvest questioned whether or not staff would keep their current paid hours and LaVonne assured him that the plan offered would keep all staff with current hourly workload. LaVonne sited the fact that traffic is down 41%. The pandemic is also a factor as we move into flu season and mask wearing is an issue with the public.

M/S (A. Driedger, R. DeVries) to accept LaVonne's recommendation to reduce open hours and offer curbside instead subject to re-evaluation in January. Motion carried.

Committee Reports:

New Business:

A). M/S (R. DeVries, S. Mayrose) to receive and file Library Card Awareness Campaign ad. Will purchase a series of Coopersville Observer Ads to promote library and new Temporary Schedule of Open Hours - Curbside Service combination. Motion carried.

B). Temporary Open Hours change – Pandemic response **Discussed during Director's Report.**

C). New Director Search – Candidate Presentation

7:25 pm Candidate, Elyshia Hoekstra arrived.

Board and Staff introduced themselves.

Lakeland Library Director, Carol Dawe conducted an interview with Elyshia by asking her a series of questions.

Board had an opportunity to ask questions as well.

Elyshia left.

Board had a brief discussion with employees present at the meeting.

7:50 pm - Board went into Closed Session

Board discussed the interview with Elyshia and her credentials.

Carol reviewed salary and benefit package that had been approved at the onset of the Director Search.

An offer for employment was established.

8:05 pm Board adjourned Closed Session

M/S (R. DeVries, A. Driedger) to offer job with benefits listed.

Carol Dawe will offer Elyshia the job tonight and negotiate wage and benefits with her on the library's behalf.

Unfinished Business: None

Public/board Comments:

Next Meeting: November 18 2020

Adjournment: 8:25 pm