

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

MINUTES FROM THE BOARD MEETING ON: NOVEMBER 18, 2020

Call to Order: Judy VanDongen called the meeting to order at 7:13 pm.

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

Absent: Staff present: LaVonne Marshall, Elyshia Hoekstra

Welcome to Sue Boomgaard-Rasch the library board's new trustee representing Chester Township & to Elyshia Hoekstra, the library's new director.

Approval of Agenda: M/S (A. Driedger, P. Lindberg) to approve 11/18/2020 agenda. Motion carried.

Approval of Minutes: M/S (P. Lindberg, A. Driedger) to approve the 10/14/2020 board meeting minutes. Motion carried.

Approval of Minutes: M/S (P. Lindberg, A. Driedger) to approve meeting minutes from the October 21, 2020 special board meeting. Motion carried.

Welcome to Guest Speaker, Ian Rees, accountant from Gabridge & Co. who shared highlights of the library's 2020 audit. The audit found that nothing wrong with the library's financial statements, the library's assets have exceeded its liabilities, and has attained "net position." The library has committed \$250,000 to its fund balance so the fund is in a good position. CADL has "passed" this year's audit.

In regards to employees receiving bonuses Ian explained that per state law an employee bonus is a disallowable expenditure. He recommended that it would be better to increase employee wages or offer a longevity bonus. A meeting with an attorney might be advisable to determine wording for the employee handbook.

Public Comment: No public present

Financial Reports:

A). M/S (P. Lindberg, B. TerAvest) to receive and file November 2020 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (R. DeVries, S. Mayrose) to approve October, 2020 expenditures #19875 – 19892 totaling \$9,631.95. Motion carried.

C). M/S (R. DeVries, B. TerAvest) to approve November checks to date #19893- 19903 including ACH transactions totaling \$9,273.61. Motion carried.

D). M/S (R. DeVries, B. TerAvest) to receive and file November statement of Income. Motion carried.

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

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

G). M/S (P. Lindberg, R. DeVries) to receive and file Gabridge & Co. PLC Representation letter (needs signature). Motion carried.

H. M/S (R. DeVries, S. Mayrose) to receive and file confirmation of Continuing Disclosure Statement. Motion carried.

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

- A. CADL Press Releases
- B. Chester Township New Trustee Welcome letter
- C. CACF Award Letter
- D. Coopersville Sportsman's Club Thank You
- E. Adult Winter Reading Club Flyer
- F. Story Time Make & Take Craft Kits flyer
- G. New Hours of Operation
- H. How To Place a Hold tutorial

M/S (A. Driedger, R. DeVries) to receive and file the November Director's Report. Motion carried.

S. Boomgaard-Rasch pointed out a discrepancy on the October Circulation Statistics. Total circulation for 2019 should be 6,523 instead of 9,831. LaVonne will look into the reason for the error.

Committee Reports: Judy VanDongen reported that she has finished cleaning out the library's garden and Director LaVonne Marshall added Christmas lights.

New Business:

A). M/S (B. TerAvest, R. DeVries) to approve Health Insurance Renewal Option. Motion carried.

B. Post Office Request - Discussion/Action

The Post Office, which is located next door to the library, has requested to relocate its mail drop box to the library's parking lot. The board discussed the matter and decided that having the drop box on the library's parking lot would create too much traffic in the parking lot and could create congestion and hazards for library patrons and citizens using the park that is adjacent to the parking lot.

Unfinished Business:

A. M/S (R. DeVries, B. TerAvest) to receive and file Superior Environmental Services approved estimate. Motion carried.

Public/board Comments: Two houses that are adjacent to the library are currently for sale. It was suggested by a board member that the library look into purchasing them perhaps for future expansion of the library or the park. Roland DeVries will make inquiries with a realtor to obtain information on the cost of the properties.

It was Director LaVonne Marshall's last meeting. Trustees shared memories, thank yous, and good-byes with LaVonne. LaVonne and her hard work and dedication will be greatly missed.

Next Meeting: December 16, 2020

Adjournment: 8:10 pm.