

**Coopersville Area District Library**  
333 Ottawa Street  
Coopersville MI 49404

**MINUTES FROM THE ZOOM ONLINE BOARD MEETING ON: MAY 20, 2020**

**Call to Order:** Judy VanDongen called the meeting to order at 7:38 pm.

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

Absent: 0

Staff present: LaVonne Marshall

**Approval of Agenda:** M/S ( **R DeVries, S Weber**) to approve 5/20/2020 agenda. Motion carried.

Approval of Minutes: M/S (R Devries, A Driedger) to approve the 4/15/2020 board meeting minutes. Motion carried.

**Public Comment: 0**

**Financial Reports:**

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

**B). M/S (B TerAvest, S Mayrose)** to approve April expenditures #19741 – 19744 transactions totaling \$11531.71. Motion carried.

**C). M/S (A Driedger, R DeVries)** to approve May checks to date #19745 – 19755 including ACH transactions totaling \$6,912.32. Motion carried.

**D). M/S (B TerAvest, S Weber)** to receive and file May Statement of Income. Motion carried.

**E). M/S (R DeVries, P Lindberg)** to receive and file Mastercard Reconciliation Detail. Motion carried.

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

**G). M/S (R DeVries, B TerAvest)** to receive and file MERS Statement of Fiduciary Net Position for quarter ending 3/31/2020. Motion carried.

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

A. CADL Press

B. City of Coopersville Cross Connection Control Program Testing Notice

C. Bank of America Correspondence – Cashier’s Check to Inacomp ISG **M/S: R DeVries, B TerAvest for L Marshall to send existing draft letter to BOA with additional comment added (“that any finance charges incurred by the unpaid balance of \$2090 will be paid by BOA due to their delay in handling the initial incorrectly cashed Cashier’s check.”). Further, L Marshall, is charged with closing the BOA credit card account and opening an account with a local establishment.**

D. State of Michigan Library Services and Technology Grant notification

E. CAYAC Grant Notification

F. GHACF Grant Distribution notification letters

G. Meet Up and Eat Up Ottawa County email correspondence

H. FB Student Digital Card promotion

I. FB Readers Advisory Promotion

J. Summer Reading Program promotion flyer

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

Committee Reports: A Driedger (personnel committee) suggested that the board postpone the Director’s annual review, normally scheduled for May/June 2020, until May/June 2021 in order to have a clearer picture and perspective on how the pandemic situation is fully handled.

**New Business:**

**A). M/S (R DeVries, A Driedger)** to approve 2020 L4029 Tax Levy request. Motion carried.

**B). M/S (R DeVries, N Fox)** to receive and file i1st reading of 2020/21 Annual Operations Budget. Motion carried.

C). M/S (A Driedger, R DeVries) to receive and file 1<sup>st</sup> reading of Capital Budgets – 2019/2020 Actual 2020/2021 Proposed. . Motion carried.

D). M/S (R DeVries, B TerAvest) to receive and file the 1<sup>st</sup> reading of the Expansion Bond Millage Budget. Motion carried.

E). M/S (R DeVries, S Weber) to approve the CADL Guidelines for Reopening After a Pandemic. Motion carried.

F). M/S (R DeVries, S Weber) to receive and file example of Curbside Service directives – Howard Miller Library. Motion carried.

G). M/S (R DeVries, N Fox) to approve not more than \$2000 for COVID PPE Barrier (L Marshall will obtain additional bids.) Motion carried.

**Unfinished Business: 0**

**Public/board Comments: Next Meeting: June 17, 2020**

**Adjournment: 8:39 pm**