

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

**MINUTES FROM THE BOARD MEETING ON: DECEMBER 16, 2020**

**Call to Order:** Judy VanDongen called the ZOOM meeting to order at 7:03 pm.

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

Absent: All board members were present      Staff present: Elyshia Hoekstra/Director

**Approval of Agenda:** M/S (B. TerAvest, A. Driedger) to approve 12/16/2020 agenda. Motion carried.

**Approval of Minutes:** M/S (P. Lindberg, R. DeVries) to approve the 11/18/2020 board meeting minutes. Motion carried.

**Public Comment: No Public Present**

**Financial Reports:**

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

B). M/S (P. Lindberg, B. TerAvest) to approve November, 2020 expenditures totaling \$5,319.11. Motion carried.

C). M/S (B. TerAvest, S. Mayrose) to approve December checks to date #19904-19923 including ACH transactions totaling \$19,967.60. Motion carried.

D). M/S (B. TerAvest, S. Mayrose) to receive and file December statement of Income. Motion carried.

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

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

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

A. CADL Press Releases

B. LaVonne's Letter to Rotary

C. Updated Book Recommendation Resources on Website

D. 2021 Holiday Closings Schedule

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

**Discussion/Action.** M/S (R. DeVries, B. TerAvest) to approve staying on curbside until January 18. Motion carried.

**Discussion/Action.** M/S (R. DeVries, S. Mayrose) to close the library on Sat. Dec. 26, 2020 and Sat. Jan. 2, 2021 and pay the employees holiday pay for their time off. This would amount to 4 paid holiday hours for each employee.

**Committee Reports: None**

**New Business:**

A. Little Free Library. Discussion/Action. M/S (R. DeVries, N. Fox) to approve installing the little free library on the back porch. Motion carried.

B. M/S (R. DeVries, S. Mayrose) to receive and file the State Aid Report. Motion carried.

C. M/S (R. DeVries, A. Driedger) to approve Heimler Consulting's erate bid for network switches, a firewall, and related services. Motion carried.

D. M/S (R. DeVries, B. TerAvest) to approve Acentek's erate bid for internet for 2021-2022. Motion carried.

E. M/S (R. DeVries, A. Driedger) to approve the update to CADLs Preparedness and Action Plan. Motion carried.

**Unfinished Business: None**

**Public/board Comments:**

*\*It was suggested that the Little Free Library to be located on the back porch display a disclaimer explaining that the materials will not be undergoing the same quarantine and cleaning measures as materials inside the library. People who borrow books from the Little Free Library will do so at their own risk.*

*\*Roland requested that a list of Mastercard charges be included with the Mastercard Reconciliation Detail.*

*\*Elyshia mentioned that curbside service has been very popular with patrons and includes book checkout & copy/fax service. All Lakeland libraries are providing curbside service. Hot spots have been in use. The donor wall has been installed and board members that wish to see it should contact the library and arrange a visit.*

*\*Roland reminded the board that because a generator was donated to the library by the city any city official could order the library to open from 8:00 am – 8:00 pm during an emergency such as widespread power outages, storm damage, etc. The library would not be open overnight and would not be a source for food. It was suggested that a plan be devised as to who would supervise the library during such an emergency especially if covid is still a threat.*

*\*Arno asked Elyshia if she was pleased with her new staff member orientation. She replied that she was happy with the orientation and feels that her previous knowledge and experience have and will be very helpful. She is still learning about CADL but feels comfortable and confident about working with the staff and providing a seamless (and covid safe) transition for the library's new directorship.*

**Next Meeting:** January 20, 2021

**Adjournment: 8:00 pm**