

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

**MINUTES FROM THE BOARD MEETING ON: FEBRUARY 17, 2021**

**Call to Order:** Judy VanDongen called the ZOOM meeting to order at 7:08 pm.

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

Absent: Bob TerAvest Staff present: Elyshia Hoekstra

**Approval of Agenda:** M/S (R. DeVries, P. Lindberg) to approve 2/17/2021 agenda. Motion carried.

**Approval of Minutes:** M/S (P. Lindberg, R. DeVries) to approve the 1/20/2021 board meeting minutes. Motion carried.

**Public Comment:** No public present

**Financial Reports:**

**A.) M/S (N. Fox, R. DeVries) to receive and file** February 2021 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

**B.) M/S (R. DeVries, S Maycroft) to approve** January expenditures #19946- 19956 including ACH transactions totaling \$15195.49. Motion carried.

**C.) M/S ( \_\_\_\_\_, \_\_\_\_\_) to approve** February checks to date #19957 19971, including ACH transactions totaling \$13856.18. Motion carried. **Roland D. pointed out a discrepancy of \$1,300.00. Elyshia H. will look into the discrepancy. This item was reviewed and discussed but no action was taken to approve. Hence, this item has been moved to March agenda.**

**D.) M/S (N. Fox, P. Lindberg) to receive and file** January Statement of Income. Motion carried.

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

**F.) M/S ( \_\_\_\_\_, \_\_\_\_\_) to receive and file** CADL Building Expansion Budget Performance report. Motion carried. **This item was reviewed and discussed but no action was taken to receive and file. Hence, this item has been moved to March agenda.**

**G.) M/S (R. DeVries, P. Lindberg) to receive and file** PPP Loan Disbursement Request and Authorization. Motion carried.

**H.) M/S (S. Mayrose, R. DeVries) to receive and file** GHACF – Fund Statements. Motion carried.

**Correspondence and Marketing:** M/S (A. Driedger, P. Lindberg) to receive and file. Motion carried.

- A. CADL Press Releases
- B. Download the Lakeland Library Cooperative App
- C. Open to the Public and Temporary Hours
- D. Downtown Coopersville Story Walk
- E. Census Bureau Thank You
- F. FOIA Request – Open the Books
- G. Emergency Plan Parameters

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

## **Committee Reports:**

**New Business: No new business**

## **Unfinished Business:**

### **A. Employee Handbook Review** -- update and next steps

Judy VanDongen reported that she had emailed employment attorney Carl Butterer (of Foster Swift) regarding review of the employee handbook but had not received a reply to her email. She then emailed Carol Dawe (Director of Lakeland Library Cooperative) to see if she could contact Carl. Judy did not have any success contacting Carol and she will continue to contact Carl or Carol regarding review of employee handbook.

**Public/board Comments:** No public present

Roland D. mentioned his satisfaction that Elyshia was able to locate the Nov. 16, 2016 library's statement regarding Stand-by Back Up Generator Project and CADL's role during emergencies including power outages and acts of God. Because "The library is a governmental unit funded with tax payer's money. It makes sense for the library to provide resources during an emergency within the boundaries of its overall mission." Details are included in the Nov. 2016 statement.

Elyshia H. mentioned that she still hasn't been able to determine exactly how many people are allowed in the library according to the 30% cap required because of state covid restrictions. Using the formula that retail establishments use she figures that the library's current capacity (because of covid) is 91 people.

Roland D. was curious as to the number of patrons visiting the library on snow days. Elyshia reported that there did not seem to be any rhyme or reason to snow day attendance. On one snow day attendance was up but not with school age patrons. On another snow day attendance was regular.

In anticipation of her absence while on maternity leave, Elyshia has prepared a list for staff with emergency contacts for electrical, heat, alarm system, water, snow removal, etc.

**Next Meeting:** March 10, 2021

**Adjournment: 7:36 pm**