

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

**MINUTES FROM THE BOARD MEETING ON: JANUARY 20, 2021**

**JOIN ZOOM MEETING**

[HTTPS://US02WEB.ZOOM.US/J/85671812390?PWD=C0Z0c0tDdM9GdGs2UUkzCFFuakRXdz09](https://us02web.zoom.us/j/85671812390?pwd=C0Z0c0tDdM9GdGs2UUkzCFFuakRXdz09)

**Call to Order:** Judy VanDongen called the meeting to order at 7:07 pm.

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

Absent: All Board Members present

Staff Present: Elyshia Hoekstra/Director, Kim Lothschutz/Business Manager

**Approval of Agenda:** M/S (B. TerAvest, R. DeVries) to approve 01/20/2021 agenda. Motion carried.

**Approval of Minutes:** M/S (P. Lindberg, B. TerAvest) to approve the 12/16/2020 board meeting minutes. Motion carried.

**Public Comment: No public present**

**Financial Reports:**

A). M/S (B. TerAvest, R. DeVries) to receive and file January 2021 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (P. Lindberg, A. Driedger) to approve December 2020 #19910-19931 including ACH transactions totaling \$24204.01. Motion carried.

C). M/S (B. TerAvest, S. Mayrose) to approve January 2021 checks to date 19932-19945 including ACH transactions totaling \$15137.10. Motion carried.

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

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

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

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

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

- A. CADL Press Releases
- B. CADL Corrective Action Plan
- C. Michigan Cooperative Director's Letter to Trustees
- D. Update to Flex Benefits
- E. Community Page on Website

M/S (R. DeVries, S. Mayrose) to move March's meeting from March 17<sup>th</sup> to March 10<sup>th</sup> and April's meeting from April 21<sup>st</sup> to April 28<sup>th</sup>. Motion carried.

M/S (N. Fox, R. DeVries) to reopen CADL to the public at the discretion of the CADL Director. Motion carried.

*All prior covid protocols will go back into effect such as limited capacity, routine cleaning, social distancing of patrons & computers, & mask wearing. Group activities will remain suspended.*

M/S (R. DeVries, J. VanDongen) to receive and file the December Director's Report. Motion carried.

**Committee Reports:**

*Personnel Committee is recommending a review of CADL's employment policies and procedures and, eventually, the entire employee handbook.*

**M/S (P. Lindberg. R. DeVries)** to contact employment attorney Mr. Butterer of Foster Swift Attorneys to provide a quote for reviewing CADL's employment policies and procedures. Motion carried.

**New Business:**

*Kim (Business Manager) should apply for PPP.2 (Payroll Protection Program), a \$35,684 forgivable loan which would cover 2 ½ months of payroll (based on 2020's payroll). Kim will need board's approval to fill out and submit the application for loan forgiveness. CADL is nonprofit and so qualifies. There is a public library code for use on the application.*

A). **M/S (B. TerAvest, R. DeVries)** to file for the 2<sup>nd</sup> round of the Paycheck Protection Program. Motion carried.

*Zach was hired in September of 2019. PTO (paid time off) changed in November 2019. Zach fell under new policy rate but should be on the old policy. Zach was not receiving 2 PTO days that he was entitled to under the previous policy. After board discussion, it was decided that an error had occurred, and Zach will now be receiving those 2 PTO days.*

B). **M/S (P. Lindberg. R. DeVries)** to contact employment attorney Mr. Butterer of Foster Swift Attorneys to provide a quote for reviewing CADL's employment policies and procedures. Motion carried.

**Next Meeting:** February 17, 2021

**Adjournment: 8:08 pm**



Addendum to the Coopersville Library Board Meeting Minutes – 1/20/21

Elyshia Hoekstra, Director, Judy Van Dongen, Board president and Robert TerAvest, Board president, are authorized – in tandem – to act on behalf of the library in matters concerning the PPP loan including signing and accepting any documents and funds associated with the application and administration of the loan as presented and outlined at the board meeting on January 20, 2021. If more action regarding the loan needs to be made – outside of those actions presented at the board meeting, the director will present the information to the board and receive further approval.