

Coopersville Area Public Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on: March 10, 2021

Call to Order: Judy VanDongen called the in person meeting to order at 7:01 pm.

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

Absent: 0 **Staff Present:** Elyshia Hoekstra/Director, Katie VanHuis/Library Assistant

Approval of Agenda: M/S (Arno Driedger, Pat Lindberg) to approve 3/10/2021 agenda. Motion carried.

Approval of Minutes: M/S (Bob TerAvest, Pat Lindberg) to approve 2/17/2021 board meeting minutes. Motion carried.

Public Comment: None

Financial Reports:

A. M/S (Bob TerAvest, Stephanie Mayrose) to receive and file February 2021 Operations: Balance Sheets & Budget vs. Actual. (Pages 4-5). Motion carried.

B. M/S (Stephanie Mayrose, Arno Driedger) to receive and file February 2021 statement of income (Page 6). Motion carried.

C. M/S (Norine Fox, Arno Driedger) to approve February, 2021 expenditures and deposits including ACH transactions #19957-19971 totaling \$16,456.18 (Page 7). Motion carried.

D. M/S (Norine Fox, Stephanie Mayrose) to approve February, 2021 expenditures and deposits including ACH transactions #19973-19986 totaling \$117,310.77 (Page 8). Motion carried.

E. M/S (Bob TerAvest, Pat Lindberg) to receive and file Mastercard (old) Reconciliation Detail (Page 9). Motion carried.

F. M/S (Bob TerAvest, Stephanie Myrose) to receive and file Mastercard (new) Reconciliation Detail (Page 10). Motion carried.

G. M/S (Arno Driedger, Norine Fox) to receive and file January CADL Building Expansion Budget Performance (Page 11). Motion carried.

H. M/S (Stephanie Mayrose, Bob TerAvest) to receive and file February CADL Building Expansion Budget Performance (Page 12). Motion carried.

I. M/S (Arno Driedger, Norine Fox) to receive and file New Mastercard Agreement (Pages 13-19). Motion carried.

Correspondence/Marketing (Pages 20-27): M/S (Arno Driedger, Stephanie Mayrose) to receive and file. Motion carried.

- A. CADL Press Releases
- B. Story Walk Press
- C. Library of Michigan Mailing (*Elyshia will send a link to access Library of Michigan resources.*)
- D. U.S. Census Bureau Survey
- E. Updated Vendor List

Director's Report (Pages 28-31): M/S (Roland DeVries, Stephanie Mayrose) to receive and file Director's Report (Pages 28-31). Motion carried.

Elyshia will be meeting with the finance committee (could be delayed until after her maternity leave) and will have a report ready at May board meeting.

Elyshia is having good response from local businesses for the Summer Reading Program.

The role of Friends of the Library is to advocate for the library and raise money. The group is considering applying to become a 501(c)3 nonprofit group. A fee and 31 page application are required. Trustees may not be members of the Friends of the Library but may participate in the group's activities.

Committee Reports: None

New Business:

M/S (R. Devries, P. Lindberg) to approve amending the agenda to discuss personnel issue involving Katie Vanhuis/Library Assistant. Motion carried.

During Elyshia's six week maternity leave Katie VanHuis/Library Assistant will be increasing her hours and responsibilities during the director's absence. It has been suggested that she be compensated an additional \$100.00 per every week she works the extra time and takes on extra responsibilities.

M/S (R. Devries, B. TerAvest) to approve compensating Katie VanHuis/Library Assistant an extra \$100.00 per week for every week she works extra hours and takes on extra responsibilities during Elyshia's maternity leave. Motion carried.

Library of Michigan Public Library Financial Management Cohort Application (Page 32-34)

Elyshia would like to apply for acceptance to the Library Financial Management Cohort which will accept 10-15 applicants. She may have to attend some webinar meetings during working hours as well as during her personal time. Even though she is not required to accrue continuing education hours Elyshia feels this cohort would help her improve her financial knowledge and duties as library director. There is no fee for participating in the cohort.

M/S (R. DeVries, S. Boomgaard-Rasch) to approve Elyshia's application to the Library of Michigan Public Library Financial Management Cohort. Motion carried.

Unfinished Business:

Judy V. reported that she still has not been able to contact attorney Carl Butterer (Foster Swift) regarding review of the employee handbook. She was considering contacting local attorney Larry Lemmon. Some trustees felt a lawyer more versed in employment issues would be a better choice. Judy will continue to contact Mr. Butterer while Elyshia will enquire with other library directors at the upcoming Lakeland Meeting for recommendations of lawyers with experience working with libraries.

Public/board Comments: None

Next Board Meeting: April 28, 2021 *(meeting a week later than usual because of Elyshia's leave)*

Adjournment: 7:36