

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on: July 21, 2021

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

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

Absent: Sue Boomgaard-Rasch **Staff Present:** Elyshia Hoekstra/Director

Approval of Agenda: M/S (A. Driedger, B. TerAvest) to approve 7/21/2021 agenda (Page 1). Motion carried. *Elyshia added the follow items to the New Business section of the agenda: HotSpot Lending Agreement, CD with Choice One Bank, addition of short term disability to employees benefit package, and Building/Grounds update under Committee Reports.*

Approval of Minutes: M/S (B. TerAvest, A. Driedger) to approve 6/16/2021 board meeting minutes (Pages 2-4). Motion carried.

Public Comment: No public present

Financial Reports

A. M/S (S. Mayrose, P. Lindberg) to receive and file July Operations: Balance Sheets & Budget vs. Actual (Pages 5-6). Motion carried.

B. M/S (A. Driedger, B. TerAvest) to approve June expenditures, including AHC transactions #20076-20082, 20084-20090, 20105, 20108 totaling \$16,272.22 (Page 7). Motion carried.

C. M/S (B. TerAvest, P. Lindberg) to approve July checks to date #20091-20104, 20106-20107, 20109-20115 totaling \$32,354.19 (Page 8). Motion carried.

D. M/S (S. Mayrose, A. Driedger) to receive and file Statement of Income (Page 9). Motion carried.

E. M/S (A. Driedger, P. Lindberg) to receive and file Mastercard Reconciliation Detail. (Page 10). Motion carried.

F. M/S (N. Fox, S. Mayrose) to receive and file CADL Building Expansion Budget Performance (Page 11). Motion carried.

G. M/S (P. Lindberg, B. TerAvest) to receive and file 2021-2022 Budget Overview (Page 12-15). Motion carried.

Correspondence/Marketing

M/S (P. Lindberg, S. Mayrose) to receive and file Correspondence and Marketing (Pages 16-21). Motion carried.

A. CADL Press Release (Page 16)

B. Choice One PPP2 Loan Forgiveness Letters (Pages 17-19)

C. Bank of America Credit Card Cancellation Letter (Page 20)

D. Thank You to Phil's Landscaping (Page 21)

Director's Report

M/S (A. Driedger, S. Mayrose) to receive and file Director's Report 2020-2021 Year in Review (Pages 22-27). Motion carried.

J. VanDongen reminded Elyshia that Judy's name needs to be removed from the security alarm list. Elyshia will also check to make sure B. TerAvest has also been removed.

Friends Meeting Minutes (Pages 28-31)

Committee Reports

M/S (R. DeVries, B. TerAvest) to receive and file Building and Grounds Committee Report. Motion carried.

Mike Laug trimmed the trees. Superior resurfaced lot and painted the parking lines. Staff has been watering the boxwoods. Elyshia reported that there was a significant increase in the water bill because of the sprinkling system. She will talk with Constantine Irrigation about reducing the watering schedule and find out how to adjust the timers that control the system. There has been a slight issue with patrons parallel parking in the section of lot adjacent to post office. It seems patrons prefer to park in the shade there while using the library's wifi. Library may need to address this issue if it becomes a major problem.

New Business

A. M/S (R. DeVries, S. Mayrose) to approve Nomination and Election of Officers as they currently stand (Page 32). Motion carried. *Officers will remain as follows: President/Judy VanDongen, Vice-President/Roland DeVries, Treasurer/Bob TerAvest, Secretary/Norine Fox*

B. M/S (P. Lindberg, R. Devries) to approve Standing Committee Appointments with the following amendments (Page 33). Motion carried.

S. Mayrose will join the Policy and Procedures Committee. N. Fox will join the Building and Grounds Committee.

Elyshia will talk with Kari Fuller about the possibility of moving the CD currently held with Choice One Bank to the Foundation account since it is earning a very nominal interest rate. The addition of Short Term Disability was suggested by R. DeVries as a means to cover employees who might need time off for injury or maternity leave. This benefit was dropped because the staff is too small to qualify for group coverage. Elyshia talked with an agent from State Farm who suggested a stipend for employees so they could buy personal disability insurance but this type of insurance would not cover maternity leave.

Elyshia reviewed and explained the new HotSpot Lending Agreement.

M/S (R. DeVries, B. TerAvest) to approve The Coopersville Area District Library Mobile HotSpot Lending Agreement. Motion carried.

Unfinished Business

A. M/S (P. Lindberg, S. Mayrose) to approve (after discussion) acceptance of a phone bid from Vonage per Elyshia's recommendation (Pages 34-47). Motion carried.

B. Board Compensation Line Item

M/S (R. DeVries, B. TerAvest) to approve creation of a debit account for direct deposit of board compensation. Motion carried. *J. VanDongen will create the debit account at a bank of her choosing. Board members have agreed to have their compensation deposited to this account. Judy will oversee the account which will be used for gifts, food, incentives for staff, etc. Board member compensation is \$10.00 per 8 trustees per 12 monthly meetings for an annual total of \$960.00.*

Public/Board Comments: No public present

Adjournment: 8:22 p.m.

Next Board Meeting: August 18, 2021