

**Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 48494**

**Minutes from the Board Meeting on September 15, 2021.**

**Call to order:** Judy VanDongen called the in person meeting to order at 6:57 p.m.

**Members Present:** Judy VanDongen, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Roland DeVries

**Approval of Agenda:** M/S (B. TerAvest, N. Fox) approve 9/15/2021 agenda (Page 1). Motion carried.

**Approval of Minutes:** M/S (P. Lindberg, A. Driedger) to approve 8/18/2021 board meeting minutes. (Page 2-3). Motion carried.

**Public Comment:** No Public Present

**Financial Reports**

**A. M/S (B. TerAvest, P. Lindberg) to receive and file** September Operations: Balance Sheets & Budget vs. Actual (Pages 4-8). Motion carried.

**B. M/S (A. Driedger, B. TerAvest) to approve** August expenditures including ACH transactions #20124-20135 totaling \$18,097.16 (Page 9). Motion carried.

**C. M/S (A. Driedger, B. TerAvest) to approve** September checks to date #20146-20140 totaling \$20,694.94. (Page 10). Motion carried.

**D. M/S (P. Lindberg, A. Driedger) to receive and file** Statement of Income (Page 11). Motion carried.

**E. M/S (A. Driedger, B. TerAvest) to receive and file** Mastercard Reconciliation Detail (Page 12). Motion carried.

**F. M/S (P. Lindberg, B. TerAvest) to receive and file** CADL Building Expansion Budget Performance (Page 13). Motion carried.

**Correspondence/Marketing**

**M/S (S. Boomgaard-Rasch, P. Lindberg) to receive and file** Correspondence and Marketing (Pages 14-15). Motion carried.

A. October Calendar of Events

B. Book Club Flyer

**Director's Report**

**M/S (B. TerAvest, A. Driedger) to receive and file** Director's Report (Pages 16-21). Motion carried.

*\*Problem with blinds has been addressed by the company they were purchased from.*

*\* The test run of the newifax has been successful & is HIPAA compliant.*

*\*Music & Movement and Story Time have begun again. First meetings were held outdoors since weather was nice. When meeting inside participants will be required to wear masks.*

## **Committee Reports**

**A. M/S (A. Driedger, P. Lindberg) to receive and file Personnel Committee Report.** Motion carried.

*Arno reported that Carol Dawe/Director of Lakeland Library Cooperative sent the personnel committee a copy of an employee handbook that the cooperative is using. Our personnel committee's recommendation is to use it as a model since it has already been approved by a legal consultant. The Lakeland document can be adapted to meet the needs of CADL.*

## **New Business**

A. Wishlist Items for Discussion (Pages 22-32)

**Unfinished Business:** None

**Public/Board Comments:** No Public Present

*\*Board comments focused on Elyshia's "wishlist" especially short-term disability and MERS.*

*At a previous meeting Roland had suggested that short-term disability could be offered to employees next year at a cost of \$2,300 per year. Short-term disability had been dropped because the library did not have enough employees to qualify for a group rate. Even though our MERS will be paid off in August 2022 we need to watch how we spend the money saved.*

*Elyshia would like to offer MERS/457 to all employees. Three options exist for employees and their MERS contributions: MERS manages 100% of contributions; employee manages 100 % of contributions; or employee manages ½ of contributions & MERS manages ½ of contributions. Personnel Committee needs to conduct more research into this topic. Elyshia can run some scenarios that may help in decision making.*

*\*Library has accumulated approximately \$200.00 in bonus points from the new credit card.*

*\*Fall cleanup date for library grounds has been scheduled for Tuesday, October 5 at 5:00.*

**Adjournment:** 7:37 p.m.

**Fall Cleanup of Grounds:** Tuesday, October 5, 2021 at 5:00 p.m.

**Next Meeting:** October 20, 2021