

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

Minutes from the Board Meeting on April 20, 2022.

Call to order: Judy VanDongen called the in person meeting to order at 7:55 p.m.

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

Staff Present: Elyshia Hoekstra/Director

Absent: Bob TerAvest

Approval of Agenda: M/S (R. DeVries, A. Driedger) approve 4/20/2022 agenda (Page 1). Motion carried.

Approval of Minutes: M/S (A. Driedger, P. Lindberg) to approve 3/16/2022 board meeting minutes (Pages 2-3). Motion carried.

Public Comment: No public present

Financial Reports

A. M/S (S. Mayrose, R. DeVries) to receive and file April Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

B. M/S (P. Lindberg, R. DeVries) to approve March expenditures, including ACH transactions #20284-20302 totaling \$23,437.50 (Page 6). Motion carried.

C. M/S (R. DeVries, S. Boomgaard-Rasch) to approve April checks to date #20303-20319 totaling \$27,003.66. (Page 7). Motion carried.

D. M/S (P. Lindberg, A. Driedger) to receive and file Statement of Income (Page 8). Motion carried.

E. M/S (N. Fox, R. DeVries) to receive and file Mastercard Reconciliation Detail (Page 9). Motion carried.

F. M/S (A. Driedger, S. Mayrose) to receive and file CADL Building Expansion Budget Performance (Page 10). Motion carried.

Correspondence/Marketing – Pages 11-24

M/S (R. DeVries, S. Boomgaard-Rasch) to receive and file Correspondence and Marketing (Pages 11-17). Motion carried.

A. CADL Press Releases (Page 11)

*CADL does have a policy for removing books

B. May Calendar of Events (Page 12)

C. Programming Flyers (Pages 13-16)

D. ALA Letter to Library Trustees About Book Challenges (Pages 18-19)

E. Cummins Generator Oil Analysis Report and Re-Sample Quote (Pages 20-24)

Director's Report – Pages 25-28

M/S (A. Driedger-P. Lindberg) to receive and file Director's Report (Pages 25-28). Motion carried.

Friends' Minutes – *Distributed at meeting*

Committee Reports – Pages 29-30

A. M/S (A. Driedger, N. Fox) to receive and file Finance Committee Meeting Minutes from 4/11/2022. Motion carried.

New Business:

Wright Township Board approached Sue B-R and Arno D (who represent Wright Township on the CADL Board) about presenting an overview of library happenings at one of their township meetings. Elyshia and other board members thought this was a very good idea to create communication between both government entities. CADL presentations could be made at other township (Polkton, Chester) & City of Coopersville meetings as well. Elyshia suggested once a year after her Year in Review Director's Report.

Unfinished Business:

PTO and Sick Leave handbook sections with lawyer changes (Pages 31-34) - Discussion
M/S (R. DeVries, S. Boomgaard-Rasch) to approve revised Employee Handbook with the newly revised PTO and Sick Leave sections of the Employee Handbook. (Pages 31-34). Motion carried.

Public/Board Comments:

**Elyshia mentioned that she would be able to present budgets at the May meeting.*

**Arno mentioned that he had reached out to the new fire chief about the fire department burning the dried growth in the pond. This sparked discussion about the need to have the brush burned or not.*

**Judy V. asked R. DeVries if he knew a landscaper who might be able to help the library purchase artificial shrubs for the planters on the parking lot entrance of the library. The planters are under the porch overhang and do not benefit from rainwater thus the current plantings have to be regularly watered by hand during the summer months. Judy does not want to burden staff with this responsibility.*

**A date for spring cleanup of grounds will be discussed at the May board meeting.*

Adjournment: 7:42 p.m.

Next Board Meeting: May, 18 2022 at 7:00 p.m.