

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on March 16, 2022.

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

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

Staff Present: Elyshia Hoekstra/Director

Absent: All members present

Approval of Agenda: M/S (R. DeVries, B. TerAvest) approve 3/16/2022 agenda (Page 1).
Motion carried.

Approval of Minutes: M/S (P.Lindberg, S. Mayrose) to approve 2/16/2022 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 March Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

B. M/S (B. TerAvest, A. Driedger) to approve February expenditures, including ACH transactions #20265-20281 totaling \$92,935.10 (Page 6). Motion carried.

C. M/S (N. Fox, B. TerAvest) to approve March checks to date #20282-20288 totaling \$15,573.54. (Page 7). Motion carried.

D. M/S (B. TerAvest, R. DeVries) to receive and file Statement of Income (Pages 8-9). Motion carried.

E. M/S (N. Fox, S. Mayrose) to receive and file Mastercard Reconciliation Detail (Page 10). Motion carried.

F. M/S (A. Driedger, P. Lindberg) to receive and file CADL Building Expansion Budget Performance (Page 11). Motion carried.

Correspondence/Marketing – Pages 12-17

M/S (P. Lindberg, R. DeVries) to receive and file Correspondence and Marketing (Pages 12-17). Motion carried.

A. CADL Press Releases (Pages 12-13)

B. March Calendar of Events (Page 14)

C. Programming Flyers (Pages 15-17)

Director's Report – Pages 18-20

M/S (A. Driedger, P. Lindberg) to receive and file Director's Report (Pages 18-20). Motion carried.

**Elyshia presented and explained the State of Michigan's Certification of Population Report. Because of the increase in population the CADL is now a Class 4 library instead of a Class 3 library. Our current director and staff are certified and qualified for a Class 4 library and its services.*

**CADL received correspondence from Gov. Whitmer's office thanking CADL for its reading activities during March/Reading Month.*

Friends' Minutes – Minutes were not available for March board meeting

Committee Reports:

A. M/S (R. DeVries, B. TerAvest) to receive and file Personnel Committee Meeting Minutes from 3/4/2022 (Page 21). Motion carried.

**CADL may owe more for MERS retirement fund since liabilities have increased. Elyshia will know more after the MERS report arrives around June. CADL is currently 83% funded in the MERS Retirement plan and no active employees are enrolled in the plan. MERS 457 plan is the best plan for library employees according to members of the personnel committee.*

B. Policy Committee Meeting

Elyshia presented a summary of the handbook policies that are being sent to the lawyer for review. They include the Paid Time Off (PTO) policy and Sick Leave policy.

New Business:

A. M/S (R. DeVries, S. Mayrose) to approve CACF grant distribution-NEODL (Pages 22-23) Motion carried.

B. M/S (R. DeVries, S. Mayrose) to approve CACF grant distribution-Westrate (Pages 24-25) Motion carried.

The above funds have both increased since last year. The NEODL fund helps support adult programs at CADL and the Westrate fund supports childrens' programming.

C. M/S (N. Fox, R. DeVries) to approve Credit Card Payments (Page 26). Motion carried.

Unfinished Business:

A. Meeting Room Policy – Discussion

M/S (R. DeVries, B. TerAvest) to approve newly revised Meeting Room Policy to include a \$20.00 cleaning fee for both for profit and nonprofit organizations. (Pages 27-31). Motion carried.

B. Employee Handbook – Was discussed with Committee Reports.

Public/Board Comments:

**Roland would like the personnel committee to examine the possibility of increasing the bereavement leave from 3 to 5 days.*

**Arno distributed CADL Performance Evaluation for Library Director-2022 forms to board members and asked that they be filled out and returned by May 11 so he can tabulate the scores by the May 18 board meeting.*

Adjournment: 7:59 p.m.

Next Board Meeting: April 20, 2022 at 7:00 p.m.