

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on February 15, 2023.

Call to order: President Sue Boomgaard-Rasch called the meeting to order at 7:00 p.m.
Members Present: Sue Boomgaard-Rasch, Stephanie Mayrose, Pat Lindberg, Bob TerAvest, Greg Dunn, Kathi Waldecker, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: Roland DeVries

M/S (P. Lindberg, S. Mayrose) to approve 2/15/2023 agenda (Page 1). Motion carried.
M/S (B. TerAvest, P. Lindberg) to approve 1/18/2023 board meeting minutes (Pages 2-3). Motion carried.

Public Comment: No public present

Financial Reports:

A. M/S (N. Fox, B. TerAvest) to receive and file January Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

B. M/S (S. Mayrose, P. Lindberg) to approve January expenditures, including ACH transactions #20548-20571 totaling \$30,016.09 (Page 6). Motion carried.

C. M/S (B. TerAvest, K. Waldecker) to approve February checks to date, including ACH transactions #20572-20578 totaling \$13,385.95 (Page 7). Motion carried.

D. M/S (N. Fox, B. TerAvest) to receive and file Statement of Income (Page 8). Motion carried.

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

F. M/S (K. Waldecker, B. TerAvest) to receive and file CADL Building Expansion Budget Performance (Page 10). Motion carried

G. M/S (N. Fox, S. Mayrose) to receive and file Coopersville Area Community Foundation Statements (Pages 11-15). Motion carried.

Correspondence/Marketing: - Pages 16-25

M/S (N. Fox, B. TerAvest) to receive and file Correspondence and Marketing (Pages 16-25). Motion carried.

A. CADL Press Releases (Page 16-18)

B. March Calendar of Events (Page 19)

C. Programming Flyers (Pages 20-25)

Director's Report: - Pages 26-31

M/S (P. Lindberg, B. TerAvest) to receive and file Director's Report (Pages 26-31). Motion carried.

M/S (B. TerAvest, S. Boomgaard-Rasch) to approve \$1,170.00 for the purchase of a Book Binding Machine. Motion carried.

Price of \$1,700.00 could go down even more depending on how many libraries decide to join in on the Lakeland group purchase.

Committee Reports:

- A. Personnel -Short Term Disability/Minutes added at meeting (Motion to Approve)
Motion to approve a Short-Term Disability Policy for staff tabled until April's meeting in order to conduct more research.
M/S (P. Lindberg, S. Boomgaard-Rasch) to approve minutes from February 10, 2023 Personnel Committee meeting. Motion carried.
- B. Logo Committee (Motion to Approve)
Logo Committee met on February 15, 2023 and decided that it would be accepting proposals from professional graphic designers. The committee will be placing ads in the Coopersville Observer, CADL's website, and by word of mouth. A Request for Proposal is available on CADL's website. Proposal Deadline is March 10, 2023 at 5:00 pm.
Motion to approve Logo Committee minutes has been tabled until March meeting when minutes will be available.
- C. Land Acknowledgement (Discussion)
The Policy Committee which includes Sue B-R, Stephanie M, and Elyshia H. will contact past board member Arno Driedger to see if he is available to consult on the Land Acknowledgement discussion since he had already begun to examine the issue.

New Business:

- A. ALA Conference 2023 (Discussion)
Conference is scheduled for June 22- June 27, 2023 in Chicago, IL. Elyshia would like to attend and arrange for staff to accompany her. There are grants available that would help defray the costs of conference, travel, and lodging. The library would need to be closed for a Friday, Saturday, Monday, and Tuesday. There was some discussion about ways to keep the library open.
M/S (S. Boomgaard-Rasch, B. TerAvest) to approve CADL to proceed with grant applications to help fund the attendance of director and staff at the ALA June 2023 Conference.

Unfinished Business:

- A. Ceiling Revisit-Pages 32-34 (Discussion)
M/S (G. Dunn, K. Waldecker) to approve CADL acquiring three contractor bids for repairs to the ceiling. Motion carried.

Public /Board Comments: None

Adjournment: Approximately 8:15pm

Next Meeting: March 15, 2023 at 7:00 pm