

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

**Minutes from the Board Meeting on January 18, 2023.**

**Call to order: Vice-President Roland DeVries called the meeting to order at 7:02 p.m.**

**Members Present:** Stephanie Mayrose, Pat Lindberg, Bob TerAvest, Roland DeVries, Greg Dunn, Kathi Waldecker (New Member), Norine Fox

**Staff Present:** Elyshia Hoekstra

**New Member Welcome:** Elyshia introduced new board member Kathi Waldecker who will be replacing Arno Driedger as representative for Chester Township. Welcome Kathi!

**Absent:** Sue Boomgaard-Rasch

**M/S (B. TerAvest, P. Lindberg) to approve** 1/18/2023 agenda (Page 1). Motion carried.

**M/S (P. Lindberg, S. Mayrose) to approve** 12/21/2022 board meeting minutes (Pages 2-3). Motion carried.

**Public Comment:** Public present -Ian Rees with Gabridge & Co. to present the Audit Report. *Ian R. met with the board via zoom. He reviewed the highlights of the 2022 audit & commented that CADL passed the audit with the best opinion the library can receive. "The general fund increased its fund balance by \$3,544 during the year for an ending fund balance of \$382,502." (Page 5 of audit report) CADL is making good progress on paying down the MERS account.*

**M/S (B. TerAvest, P. Lindberg) to receive and file** 2022 Financial Audit Report prepared and presented by Ian Rees from Gabridge & Co. Motion carried.

**Financial Reports:**

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

**B. M/S (B. TerAvest, P. Lindberg) to approve** December expenditures, including ACH transactions #20537-20541 totaling \$23,161.72 (Page 6). Motion carried.

**C. M/S (S. Mayrose, B. TerAvest) to approve** January checks to date, including ACH transactions #20519-20536 totaling \$12,095.14 (Page 7). Motion carried.

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

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

**F. M/S (N. Fox, P. Lindberg) to receive and file** CADL Building Expansion Budget Performance (Page 10). Motion carried

**G. M/S (B. TerAvest, S. Mayrose) to receive and file** State Aid Report (See attached). Motion carried.

*Statistics on attendance, salaries, etc. are used to compare libraries.*

**H. M/S (N. Fox, P. Lindberg) to receive and file** Fire Alarm and Safety Inspection Certificate (Pages 11-14/see attached for full report). Motion carried.

*Elyshia will locate the library's "Panic Button."*

**Correspondence/Marketing: - Pages 15-21**

**M/S (N. Fox, S. Mayrose) to receive and file** Correspondence and Marketing (Pages 15-21). Motion carried.

A. CADL Press Releases

B. February Calendar of Events

## C. Programming Flyers

### **Director's Report: - Pages 22-24**

**M/S (B. TerAvest, G. Dunn) to receive and file Director's Report (Pages 22-24).** Motion carried.

*Many new items & items of interest in Elyshia's report. Please refer to pages 22-24 for details.*

### **Committee Reports:** None

### **New Business:**

#### A. Library Logo (Page 25)

*After looking at examples of the current library logos a robust discussion ensued debating the pros & cons of each logo & the best way to approach the design of a new one. Stephanie M., Gregg D., & Kathi W. volunteered to form a "branding" committee to investigate information & ideas for developing a new logo. They plan on meeting with Zach L. & possibly reaching out to the school community for student involvement with the logo design.*

#### B. Covid Test Kiosk (Pages 26-27)

*Before the board grants permission for the Covid Test Kiosk to be installed on CADL'S porch it was determined that more information is needed regarding the kiosk. Some board members voiced a concern for security & why the library was considered as a kiosk site instead of a location in Coopersville where the kiosk would be more visible/available to the general public such as the fire station or somewhere near the roundabout. The library currently supplies free covid tests during open hours.*

#### C. Roof Leak

*Elyshia showed board members the effects of December's roof leak. It was recommended that she call a contractor to look at the dry wall damage to determine how extensive it is & to develop a remediation plan.*

### **Unfinished Business:**

#### A. **Discussion**/Short Term Disability (Pages 28-30/see attached for full quote)

*The motion to approve the Short-Term Disability quote provided by Principal Life Insurance Co. was tabled and sent to the Personnel Committee for further review.*

#### B. **Discussion**/Land Acknowledgement Reflection Questions (Page 31)

*Consideration of the Land Acknowledgement Statement was sent to the Policy Committee for further review.*

### **Public/Board Comments:**

*Elyshia mentioned, again, the implementation of Patron Point a new online library card registration that will begin this week. CADL is developing a New Patron Packet. Still no decision on how best to recognize Judy VanDongen/Retired Board President for her years of service to CADL.*

**Adjournment:** 8:44 p.m.

**Next Meeting:** February 15, 2023