

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on July 20, 2022.

Call to order: Sue Boomgaard-Rasch called the in person meeting to order at 6:54 p.m.

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

Staff Present: Elyshia Hoekstra/Director

Absent: 0

M/S (R. DeVries, B. TerAvest) approve 7/20/2022 agenda (Page 1). Motion carried

M/S (A. Driedger, S. Mayrose) to approve 6/15/2022 board meeting minutes (Pages 2-4). Motion carried.

Public Comment: No public present

Financial Reports

A. M/S (P. Lindberg, B. TerAvest) to receive and file July Operations: Balance Sheets & Budget vs. Actual (Pages 5-6). Motion carried.

B. M/S (B. TerAvest, Roland DeVries) to approve June expenditures, including ACH transactions #20365-20372, 20377, 20379-20397, 20401, 20403 totaling \$30,893.08. (Pages 7-8) Motion carried.

C. M/S (s. Mayrose, P. Lindberg) to approve July checks to date #20355-20356, 20360-20361, 20364, 20378, 20398-20412 totaling \$31,286.96. (Page 9). Motion carried.

D. M/S (N. Fox, A. Driedger) to receive and file Statement of Income (Page 10). Motion carried.

E. M/S (P. Lindberg, B. TerAvest) to receive and file Mastercard Reconciliation Detail (Page 11). Motion carried.

F. M/S (R. DeVries, B. TerAvest) to receive and file CADL Building Expansion Budget Performance (Page 12). Motion carried.

G. M/S (A. Driedger, R. DeVries) to receive and file 2021-2022 Penal Fines Distribution (Page 13). Motion carried.

Ottawa County Penal Fine Collections are distributed amongst nine libraries in Ottawa County based on population each library serves.

H. M/S (N. Fox, A. Driedger) to receive and file DHE Invoice (Page 14). Motion carried.

Roland suggested checking with insurance carrier to see if outages caused by power surges are covered.

Correspondence/Marketing – Pages 15-24

M/S (R. DeVries, S. Mayrose) to receive and file Correspondence and Marketing (Pages 15-24). Motion carried.

A. CADL Press Releases (Pages 15-16)

B. July Calendar of Events (Page 17)

C. Programming Flyers (Pages 18-24)

Director's Report – 2021-2022 Year in Review – Pages 25-33

M/S (B. TerAvest, A. Driedger) to receive and file Director's Report – 2021-2022 Year in Review (Pages 25-28). Motion carried.

**Bob T. pointed out that the percentages in the June Statistics report are way off. Elyshia will look into the problem and correct the formula.*

**When board members report at township meetings they can highlight the following items: community involvement, use of digital & other technologies, finances, & return for investment for the patrons. This information would be useful for future milage requests.*

Committee Reports:

Building & Grounds – Roland D. is suggesting that CADL hire someone to take care of the foundation plantings & the garden. He is suggesting that we check with Phil's Lawn Care Service that mows & has agreed to trim shrubs. Someone suggested contacting Kurt Bouchard. Roland will devise a landscape plan. Concerns regarding poor snow plowing/shoveling (Provided by Phil's Lawn Service) were shared.

New Business:

A. Discussion – Modern Office Interiors 2022 Invoice vs 2017 Invoice (Pages 34-35).

On 6/9/2022 Modern Office Interiors sent CADL an invoice with a charge of \$276.00 for four stack chairs that were purchased in 2017 during the library expansion project. Elyshia has looked for records to find out if CADL had already paid for them. The project & all financials have been closed out. Bookkeeper Kim L. has advised that Modern Interiors has passed a "statute of limitations" & cannot bill CADL five years after services provided. Board members agree that the invoice should not be paid.

B. M/S (B. TerAvest, R. DeVries) to approve DHE Plumbing Contract Renewal which also includes AC/Heating (Page 36). Motion carried.

C. M/S (P. Lindberg, S. Mayrose) to approve Recommendation from Bank, Bookkeeper, and Director to remove Judy VanDongen from all of CADL's bank accounts and add Sue Boomgaard-Rasch in her place as the new President of the Coopersville Area District Library Board (Page 37). Motion carried.

Unfinished Business:

Discussion – 2022-2023 Standing Committee Appointments (Page 38)

M/S (B. TerAvest, A. Driedger) to approve 2022-2023 Standing Committee Appointments (Page 38). Motion Carried.

**Still looking for replacement board member to represent Polkton Township. Pat L. will continue to put out feelers & look into posting a request on the Polkton Township website. It was suggested that an ad in the Coopersville Observer might be an option. Pat L. & Sue B-R. will look into presenting CADL highlights at a Polkton Township Meeting in the fall. Meetings are held on 1st Thurs. of the month.*

**Judy V. had suggested to Elyshia that the requirement for CADL Board President to attend all committee meetings be eliminated. Elyshia will check with her legal resources to see if this is possible.*

Public/Board Comments: No public present

**Pat L. has agreed to manage the library board's "Flower Fund." Each board member as agreed to donate \$40.00 of his/her stipend to the fund. Pat will keep a ledger of the fund as members donate & gifts are purchased. Norine F. has agreed to help Pat with the selection & purchasing of items. It is the responsibility of each board member to settle up with money that might be owed to Judy V. for gifts she purchased during her tenure as board president.*

**Board members would like to do something to recognize Judy VanDongen for her years of service on the CADL board. Elyshia will look at the library's "wish list" for ideas on how best to show our appreciation to Judy V.*

Adjournment: 8:04 p.m.

Next Meeting: August 17, 2022

