

**Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 49404**

**Minutes from the Board Meeting on: June 16, 2021**

**Call to Order:** Judy VanDongen called the in person meeting to order at 7:10 p.m.

**Members present:** Judy VanDongen, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox

**Absent:** Roland DeVries **Staff present:** Elyshia Hoekstra/Director

**Approval of Agenda: M/S (P. Lindberg, S. Mayrose) to approve** 6/16/2021 agenda (Page 10). Motion carried.

**Approval of Minutes: M/S (A. Driedger, B. TerAvest) to approve** 5/19/2021 board meeting minutes (Pages 11-12). Motion carried.

**Public Comment:** No public present

**Financial Reports:**

**A. M/S (B. TerAvest, A. Driedger) to receive and file** June Operations: Balance Sheets & Budget vs. Actual (Pages 13-14). Motion carried.

**B. M/S (P. Lindberg, S. Mayrose) to approve** May expenditures including ACH transactions checks #20056-#20060 totaling \$3764.42 (Page 15). Motion carried.

**C. M/S (A. Driedger, B. TerAvest) to approve** June expenditures transactions to date check #20061 totaling \$25,203.00 (Page 16). Motion carried.

**D. M/S (P. Lindberg, B. TerAvest) to receive and file** Statement of Income (Page 17). Motion carried.

**E. M/S (A. Driedger, P. Lindberg) to receive and file** Mastercard Reconciliation Detail (Pages 18-19). Motion carried.

**F. M/S (B. TerAvest, S. Mayrose) to receive and file** CADL Building Expansion Budget Performance (Page 20). Motion carried.

**M/S (A. Driedger, B. TerAvest) to receive and file** Correspondence and Marketing (Pages 21-35). Motion carried.

A. CADL Press (Pages 21-22)

B. Summer Reading Fliers (Pages 23-27)

C. Bank of America Credit Card Cancellation Request (Page 28)

D. Coopersville Foundation Grant Agreement (Pages 29-31)

E. Coopersville Foundation Grant Funds Letter (Page 32)

F. Rotary Donation Letter (Page 33)

G. Judgment on Joint Petition to Strike Delinquent Personal Property Taxes (Pages 34-35)

**M/S (N. Fox, A. Driedger) to receive and file** Director's Report (Pages 36-39). Motion carried.

**Committee Reports**

A. Policy and Procedures Committee Minutes (Pages 40-41)

*Arno presented an update on the review of the Employee Handbook. Committee members are working hard on the project. They have divided the responsibility among the committee members and will update the board on their progress each month*

### **New Business**

**A. M/S (A. Driedger, P. Lindberg) to approve** CADL Board Meeting Schedule 2021-2022 (Page 42). Motion carried.

**B. M/S (S. Mayrose, B. TerAvest) to approve** Resolution of “Designation of Authorized Signatures” (Page 43). Motion carried.

**C. M/S (A. Driedger, B. TerAvest) to approve** Resolution of “Designation of Fund Depositories” (Page 44). Motion carried.

**D. M/S (A. Driedger, S. Boomgaard-Rasch) to approve** Pre-Approved Bills FY 2021/22 (Page 45). Motion carried.

### **Unfinished Business**

**A. M/S (S. Boomgaard-Rasch, N. Fox) to approve** acceptance of cleaning quote from New Views LLC with the understanding that 2 cleanings a week can be arranged during heavy traffic times of the year such as summer and winter with cost kept within the library’s annual cleaning budget of \$10,000.00 (Pages 46-52). Motion carried.

**B. Motion to approve phone quotes tabled until Elyshia is able to gather more quotes.**

**C. M/S (B. TerAvest, P. Lindberg) to approve** Director Evaluation and award Elyshia merit pay of \$50.00 a month up until the time of her 1<sup>st</sup> full year evaluation. Motion carried.

**Pubic/Board Comments:** *Arno presented the procedure for the Director’s Evaluation. Board members evaluation scores were very similar and all are very pleased with Elyshia’s performance at this time – especially since she has had to deal with all the covid protocols. Board agreed to approve the Director’s Evaluation and grant Elyshia merit pay.*

*Judy will contact board members and try to schedule another day to work on the library grounds.*

**Adjournment: 7:56 p.m.**

**Next Board Meeting:** July 21, 2021

**Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 49404**

**PUBLIC BUDGET HEARING**

**Date:** June 16, 2021

**Time:** 7:00 p.m.

**Place:** 333 Ottawa Street, Coopersville, MI 49404

**AGENDA**

**Call to Order:** Judy VanDongen called the in person meeting to order at 7:00 p.m.

**Members present:** Judy VanDongen, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox

**Absent:** Roland DeVries **Staff present:** Elyshia Hoekstra/Director

**M/S (A. Driedger, B. TerAvest) to approve** 6/16/2021 Public Budget Hearing Agenda (Page 1). Motion carried.

**Budget Presentations**

**A. M/S (N. Fox, S. Mayrose) to approve** FY 2020-2021 BUDGET REVISION (Page 2). Motion carried.

**B. M/S (A. Driedger, B. TerAvest) to approve** GENERAL OPERATIONS – PROPOSED SUMMARY FY 2021/2022 (Page 3). Motion carried.

**C. M/S (A. Driedger, B. TerAvest) to receive and file** FY 2021/2022 Budget Detail (Pages 4-7). Motion carried.

*Elyshia explained that Board Compensation (\$1,500.00) would be left as a line item in budget detail. If board members want to decline their stipends they will have to be paid first and then can donate the stipend back to the library in a designated fund or a board member can collect the stipend donations and then create and manage a “flower” type fund where the board can use that money for special projects or for gifts to staff. Staff bonus (\$2,000) will remain in the budget but the bonuses will be based on performance or longevity.*

**D. M/S (S. Mayrose, P. Lindberg) to approve** CAPITAL FUND BUDGET-AMENDED/PROPOSED FY 2020/2021-2021/2022 (Page 8). Motion carried.

**E. M/S (P. Lindberg, B. TerAvest) to approve** BUILDING EXPANSION BUDGET-AMENDED FY 2020/2021- PROPOSED FY 2021-2022 (Page 9). Motion carried.

**Public Comment:** No public present

**Trustee Comment:** *Board members tabled discussion of creating a flower fund until a future date.*

**Adjournment: 7:10 p.m.**