

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

**Minutes from the Board Meeting on September 18, 2024.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:00 pm

**Members Present:** Sue Boomgaard-Rasch, Greg Dunn, Stephanie Mayrose, Roland DeVries, Kathi Waldecker, Amy Deming, Pat Lindberg, Norine Fox

**Staff Present:** Elyshia Hoekstra/Director,

**Guest(s) Present:** Carol Dawe/Lakeland Library Cooperative

**Absent:** None

**M/S (S. Mayrose, K. Waldecker) to approve** 9/18/2024 agenda with changes (Page 1). Motion carried. *Add DHE Service Agreement to New Business.*

**M/S (P. Lindberg, K. Waldecker) to approve** 8/21/2024 Board Minutes (Pages 2-3). Motion carried.

**Public Present/Comments:** None

**Strategic Plan Update by Carol Dawe and Elyshia Hoekstra (Pages 4-8) – Informational Review**

*\*Carol and Elyshia explained the process they went through to write the two different versions of the Vision Statement and Mission Statement for the CADL Strategic Plan 2025-2027.*

*\*Carol explained that the Vision Statement and Mission Statement guide the purpose of the strategic plan's goals and objectives.*

*\*Board members discussed the differences between the two different versions and voted to adopt the Vision Statement and Mission Statement presented in Version #1.*

*\*Elyshia will present the entire strategic plan with Vision/Mission Statements from Version #1 at the October 16, 2024 board meeting. Methodology and implementation of the plan will be included.*

**M/S (K. Waldecker, A. Deming) to approve** Version #1 of the Strategic Plan/Vision and Mission (Pages 4-8). Motion carried.

**Financial Reports:**

**A. Informational review to receive and file** September Operations: Balance Sheets & Budget vs. Actual (Pages 9-11). *Elyshia and Amy are looking at different formats for reporting budget data.*

**B. M/S (R. DeVries, A. Deming) to approve** August expenditures, including ACH transactions #21105-21114 totaling \$16,988.16 (Page 12). Motion carried.

**C. M/S (R. DeVries, P. Lindberg) to approve** September checks to date, including ACH transactions #21115-21122 totaling \$46,404.96 (Page 13). Motion carried.

**D. Informational review to receive and file** Statement of Income (Page 14).

**E. Informational review to receive and file** Visa Reconciliation Detail (Pages 15-16).

**F. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 17).

**Correspondence/Marketing: – Pages 18-20 – Informational review to receive and file**

- A. CADL Press Releases
- B. October Calendar of Events
- C. Programming Flyers

**Director's Report: – Pages 21-24 – Informational review to receive and file**

**Committee Reports:** None

**Unfinished Business:**

**New Business:**

- A. **M/S (R. DeVries, G. Dunn) to approve** Circulation Assistant Job Description (Pages 25-26). Motion carried.  
*Elyshia is considering hiring two additional staff members: 1) A Special Project contracted position and 2) a second page for book shelving.*
- B. **M/S (P. Lindberg, R. DeVries) to approve** DHE Maintenance Agreement of \$295.00 per month (Pages 27-30 added at meeting). Motion carried.

**Public/Board Comments:** *Sue's friend Denise has volunteered her talents to create fall decor for the empty porch pots at the library's south entrance. Many thanks to Denise.*

**Adjournment:** 8:15 pm

**Next Board Meeting:** October 16, 2024 at 7 pm.