

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on December 20, 2023.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:03 p.m.

Members Present: Sue Boomgaard-Rasch, Pat Lindberg, Greg Dunn, Kathi Waldecker, Bob TerAvest, Norine Fox

Staff Present: Elyshia Hoekstra/Director, Kim Lothschutz/Bookkeeper

Absent: Stephanie Mayrose, Roland DeVries

M/S (G. Dunn, N. Fox) to approve 12/20/2023 agenda with changes (Page 1). Motion carried.

Financial reports should read as follows: A. December Operations; B. November expenditures; C. December checks to date

M/S (B. TerAvest, K. Waldecker) to approve 11/15/2023 minutes (Pages 2-3). Motion carried.

Public Present: Chuck Boomgaard, Paul Lothschutz

Financial Reports:

- A. M/S (B. TerAvest, K. Waldecker) to receive and file** December Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.
- B. M/S (K. Waldecker, B. TerAvest) to approve** November expenditures, including ACH transactions #20853-20873 totaling \$22,678.45 (Page 6). Motion carried.
- C. M/S (K. Waldecker, B. TerAvest) to approve December** checks to date, including ACH transactions totaling \$8,237.06 (Page 7). Motion carried.
- D. M/S (B. TerAvest, N. Fox) to receive and file** Statement of Income (Pages 8-9), Motion carried.
- E. M/S (B. TerAvest, K. Waldecker) to receive and file** Visa Reconciliation Detail (Page 10). Motion carried.
- F. M/S (B. TerAvest, K. Waldecker) to receive and file** CADL Building Expansion Budget Performance (Page 11). Motion carried.
CADL has received approximately 80% of funding for expansion. A little from each township may come in during April 2024.

Correspondence/Marketing – Pages 12-14

M/S (N. Fox, K. Waldecker) to receive and file Correspondence and Marketing (Pages 12-14). Motion carried.

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

Director's Report - Pages 15-18

M/S (P. Lindberg, B. TerAvest) to receive and file Director's Report (Pages 15-18). Motion carried.

Some discussion took place regarding the retention pond. The fire department will no longer burn the overgrowth in the pond which is collecting too much water and may be why there is excess water in the sewer line. Can pond be dredged? Can pesticides be used? Need to consult experts in this area-perhaps MSU Extension services.

Library survey has been extended until February 2024.

Committee Reports:

- A. **M/S (N. Fox, P. Lindberg) to receive and file** November 28, 2023 Personnel Committee Minutes (Page 21). Motion carried.

Unfinished Business: None

New Business:

- A. **M/S (G. Dunn, K. Waldecker) to approve** PTO Policy Revision for 2022-2023 (Pages 22-24). (Lawyer reviewed policy coming) Motion carried.
- B. **M/S (B. TerAvest, K. Waldecker) to approve** Library Closings 2024 (Page 25). Motion carried.
- C. **M/S (B. TerAvest, K. Waldecker) to approve** Erate Bids/Technology from Heimler Consulting for \$5,820.00 per year. (Pages 26-27). Motion carried.
- D. **M/S (K. Waldecker, P. Lindberg) to approve** Erate Bids/Internet from Acentek for \$40.00 per month (Page 28). Motion carried.
- E. **M/S (G. Dunn, P. Lindberg) to approve** Plumbing Work/Sump Pump Replacement bid from Windmill for \$2,975.00 (Page 29). Motion carried.
Work to begin asap. Greg D. questioned if changes to the retention pond would affect redirecting the sewer line.
- F. **M/S (G. Dunn, K. Waldecker) to table approval of** Plumbing Work/Clean outs bids from Brik and WMS until Director Elyshia can contact McDonald's Plumbing for another opinion/bid. (Pages 30-33). Motion carried.

Public/Board Comments:

Chuck Boomgaard asked if the water line was to be cleaned out from the building to the sewer line. Did the \$40,000 bid from WMS include all new plastic or lining with fiberglass? He suggested Midwest Tiling as another company to consult. Recommended that the board and director take time to investigate all options and perhaps install a clean out for now.

Adjournment: 8:10 p.m.

Next Meeting: Wednesday, January 17 at 7:00 p.m.