

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on September 20, 2023.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:00 p.m.

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

Staff Present: Kim Lochschutz/Bookkeeper -representing Elyshia Hoekstra/Director who was absent

Absent: Elyshia Hoekstra/Director

M/S (R. DeVries, B. TerAvest) to approve 9/20/2023 agenda (Page 1). Motion carried.

M/S (K. Waldecker, P. Lindberg) to approve 8/16/2023 minutes (Pages 2-4). Motion carried.

Public Present/Comments: No Public Present

Financial Reports:

- A. M/S (B. TerAvest, R. DeVries) to receive and file** September Operations: Balance Sheets & Budget vs. Actual (Pages 5-6). Motion carried.
- B. M/S (B. TerAvest, S. Mayrose) to approve** August expenditures, including ACH transactions #20786-20805 totaling \$26,685.33 (Page 7). Motion carried.
- C. M/S (R. DeVries, B. TerAvest) to approve** September checks to date, including ACH transactions #20806-20813 totaling \$53,032.24 (Page 8). Motion carried.
- D. M/S (B. TerAvest, P. Lindberg) to receive and file** Statement of Income (Pages 9-10). Motion carried.
- E. M/S (B. TerAvest, R. DeVries) to receive and file** Visa Reconciliation Detail (Page 11). Motion carried.
- F. M/S (B. TerAvest, R. DeVries) to receive and file** CADL Building Expansion Budget Performance (Page 12). Motion carried.

Correspondence/Marketing: - Pages 13-16

M/S (N. Fox, P. Lindberg) to receive and file Correspondence and Marketing (Pages 13-16). Motion carried.

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

Director's Report - Pages 17-20

M/S (B. TerAvest, S. Mayrose) to receive and file Director's Report (Pages 17-20). Motion carried.

A. Friends' Minutes – September 13

The annual book sale went well & next year the sale will again be by donation. Carrie Sheridan is stepping down as interim leader of the Friends Group & new leadership will be discussed at their next meeting.

Committee Reports: None

New Business: None

Unfinished Business:

A. Terrorism Insurance – Page 21

After review and discussion of the Policyholder Disclosure Notice of Terrorism Insurance Coverage document/quote the board decided that more information is needed to approve or disapprove the coverage so a motion was made to table the decision.

M/S (G. Dunn, S. Mayrose) to table approval/disapproval of Terrorism Insurance Coverage provided by U. S. Specialty Company at the premium cost of \$79.00 until the October 18, 2023 board meeting (Page 21). Motion carried.

B. Cyber Insurance Quotes – Pages 22-23

After review and discussion of the Cyber Liability Coverage Overview/Quotes the board decided that more information is need to approve/disapprove the Cyber Insurance Quote. Roland suggested hiring Nick Heimler CADL's IT service provider to attend a board meeting in person or via Zoom to explain cyber liability insurance and why we may or may not require it. Also, does Lakeland Library Cooperative provide any cyber liability coverage?

M/S (R. DeVries, K. Waldecker) to approve hiring Nick Heimler/IT service provider to consult with him about the need for the Cyber Liability Insurance. Motion carried.

M/S (N. Fox, K. Waldecker) to table approval/disapproval of the Cyber Insurance Quote until the October 18, 2023 board meeting (Pages 22-23). Motion carried.

Public/Board Comments: None

Adjournment: 7:34 p.m.

Next Meeting: Wednesday, October 18, 2023 at 7:00 pm