

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

MINUTES FROM THE REGULAR BOARD MEETING ON: NOVEMBER 20, 2019

Call to Order: Judy VanDongen called the meeting to order at 6:55 pm.

Members present: Judy VanDongen , Arno Driedger, Roland DeVries, Stephanie Mayrose, Pat Lindberg, Sarah Weber, Norine Fox, Bob TerAvest

Absent:

Staff present: LaVonne Marshall

Approval of Agenda: M/S (R. DeVries, B TerAvest) to approve 11/20/2019 agenda. Motion carried.

Approval of Board Minutes: M/S (R. DeVries, A. Driedger) to approve 10/16/2019 board minutes. Motion carried.

Public Comment:

Financial Reports:

A). M/S (R. DeVries, S. Weber) to receive and file November 2019 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (B. TerAvest, A. Driedger) to approve September expenditures #19574 - 19582 transactions. Motion carried.

C). M/S (A. Driedger, P. Lindberg) to approve October checks to date #19583 – 19599 including ACH transactions totaling \$13,557.22. Motion carried.

D). M/S (R. DeVries, B. TerAvest) to receive and file November Statement of Income. Motion carried.

E). M/S (N. Fox, P. Lindberg) to receive and file Mastercard Reconciliation Detail. Motion carried.

F). M/S (A. Driedger, S. Mayrose) to receive and file CADL Building Expansion Budget Performance report. Motion carried.

G). M/S (P. Lindberg, R. DeVries) to approve 2019 Christmas Bonus Recommendation. Motion carried.

Correspondence/Marketing: M/S (R. DeVries, B. TerAvest) to receive and file. Motion carried.

A. CADL Press Releases

B. Coopersville Sportsman's club letter

C. CACF grant award letter

D. Adult Winter Reading Club flyer

E. Mario Cart Tournament Flyer

F. Library Law Consultant correspondence & Paid Medical Leave Act 2018

G. Priority Health Insurance Rep – Lisa Berf correspondence – COBRA

H. MERS – Karima LaJoie correspondence regarding MERS 457 plan + Lib. Assist division closing with employer contribution recommendations.

I. Gabridge & Company representation letter – needs signature please

M/S (A. Driedger, B. TerAvest) to receive and file the November Director's Report. Motion carried.

LaVonne to email Macmillan PR to board. LaVonne to re-check building people counter for accuracy.

Committee Reports:

New Business:

A). M/S (A. Dreidger, B. TerAvest) to approve December 2019 library programs listed on Calendar of Events. Motion carried.

B). M/S (P. Lindberg, R. DeVries) to approve Windows 7 Upgrade Computer Quote – Inacomp. Motion approved.

C). M/S (R. DeVries, S. Weber) to approve Windows 7 Upgrade Professional Service Quote – IT Resource. Motion carried.

Unfinished Business:

A). M/S (R. DeVries, S. Weber) to approve the deletion of COBRA from Employee Handbook 301 Employee Benefits offered. Motion carried.

301 Employee Benefits – policy update to approve the deletion of Pension Plan including MERS verbiage **tabled at this**

time.

B). M/S (S. Weber, R. DeVries) to receive and file Succession Planning document

Item 5 – Life Insurance report on Class III libraries. Motion carried.

M/S (R.DeVries, S. Mayrose) to approve

Item6 – PTO updated % calculation for director and staff for new employees moving forward. Motion carried.

C). MERS – Request for Projection Study – 01 Lib. Asst. Employer Contribution to DC.

M/S (R. DeVries, S. Weber) to approve match of **4% employee 2% CADL** for Library assistants division. Motion carried

D). MERS – Request for Projection Study – 10 Directors

M/S (R. DeVries, S. Weber) to approve a match of **8% employee 4% CADL** for Directors division. Motion carried.

Public/board Comments: There will be a Christmas gathering after the December board meeting for trustees, staff and spouses and all Friends of the Library. Be sure to invite Meg LeMieux and volunteers.

Next Meeting: December 18, 2019

Adjournment: 8:15 pm