

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

MINUTES FROM THE BOARD MEETING ON: SEPTEMBER 15, 2020

Call to Order: Judy VanDongen called the meeting to order at 7:00 pm.

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

Absent: *Roland DeVries* Staff present: LaVonne Marshall

Approval of Agenda: M/S (A. Driedger, P. Lindberg) to approve 9/15/2020 agenda. Motion carried. *LaVonne added two items to the agenda: Installation of a donor wall (New Business-D); MERS – Employer Contribution Addendum (Unfinished Business-E)*

Approval of Minutes: M/S (P. Lindberg, B. TerAvest) to approve the 8/19/2020 board meeting minutes. Motion carried.

Public Comment: No public present

Financial Reports:

A). M/S (S. Mayrose, A. Driedger) to receive and file September 2020 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (B. TerAvest, P. Lindberg) to approve August expenditures #19830 - 19851 transactions totaling \$23,456.06. Motion carried.

C). M/S (S. Mayrose, P. Lindberg) to approve September checks to date #19852 - #19857 including ACH transactions totaling \$11510.07. Motion carried.

D). M/S (A. Driedger, B. TerAvest) to receive and file September Statement of Income. Motion carried.

E). M/S (A. Driedger, B. TerAvest) to receive and file Mastercard Reconciliation Detail. Motion carried.

F). M/S (P. Lindberg, B. TerAvest) to receive and file CADL Building Expansion Budget Performance report. Motion carried.

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

- A. CADL Press Releases
- B. Summer Reading Program Thank You
- C. Page - Emily Wallinga resignation
- D. Fall Virtual Program flyers – (5)
- E. Chester Township Trustee search correspondence

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

LaVonne commented that audit is going well and should be completed in the next week or two.

Library's income has declined as it has for all libraries because of pandemic and fewer in person patrons visiting libraries due to closures, and cancellation of in person programs. "Tightening the belt" the last few months of the year is typical but even more necessary this year. Funds from operations millage will come due in January, 2021. Library and Friends of the Library may need to investigate fund raising options.

Committee Reports:

Personnel Committee reported the director search is going as scheduled and personnel committee will be meeting with Carol Dawe on Friday, September 18 to set future meetings with the candidates and board.

New Business:

- A). M/S (B. TerAvest, P. Lindberg) to approve October Calendar of Events. Motion carried.
- B). M/S (A. Driedger, B. TerAvest) to approve Gabridge & Co. three year contract for service. Motion carried.
- C). M/S (A. Driedger, S. Mayrose) to receive and file 2020 Summer Reading Club Statistic Reports. Motion carried.
- D). M/S (A. Driedger, B. TerAvest) to pursue gathering information and quotes for the installation of library entrance panels that would display library donors and history of Coopersville and the Coopersville District Library.

Unfinished Business:

- A). M/S (s. Mayrose, B. TerAvest) to approve MERS – Library Assistants DB Plan Closed Division. Motion carried.
- B). M/S (A. Driedger, P. Lindberg)) to approve MERS – Director DB Plan Closed Division. Motion approved.
- C). M/S (B. TerAvest, A. Driedger) to approve MERS – Uniform 457 Supplemental Retirement Program Resolution. Motion carried.
- D). Discussion of MERS 457 Plan Participation Agreement.
M/S (S. Mayrose, P. Lindberg) to approve 457 Participation Agreement. Motion carried.
- E). M/S (B. TerAvest, P. Lindberg) to approve MERS – Employer Contribution Addendum. Motion carried.

Public/board Comments:

LaVonne has offered her support for the new director. She is compiling a file of resources, a calendar, and will be available throughout the month of October to assist the new director in any way possible.

Next Meeting: October 21, 2020

Adjournment: 7:47 pm