

**Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 48494**

**Minutes from the Board Meeting on: August 18, 2021**

**Call to order:** Judy VanDongen called the in person meeting to order at 7:04 p.m.

**Members Present:** Judy VanDongen, Roland DeVries, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox

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

**Absent:** All present

**Approval of Agenda: M/S (A. Driedger, R. DeVries) to approve 8/18/2021 agenda (Page 1).** Motion carried.

**Approval of Minutes: M/S (P. Lindberg, B. TerAvest) to approve 7/21/2021 board meeting minutes. (Page 2-3).** Motion carried.

**Public Comment:** No public present

**Financial Reports**

**A. M/S (N. Fox, A. Driedger) to receive and file July Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).** Motion carried.

**B. M/S (B. TerAvest, P. Lindberg) to approve July expenditures including ACH transactions #20116-20123 totaling \$32,156.87 (Page 6).** Motion carried.

**C. M/S (A. Driedger, S. Mayrose) to approve August checks to date #20124-20132 totaling \$17,016.64. (Page 7).** Motion carried.

**D. M/S (B. TerAvest, A. Driedger) to receive and file Statement of Income (Page 8).** Motion carried.

**E. M/S (P. Lindberg, S. Mayrose) to receive and file Mastercard Reconciliation Detail (Page 9).** Motion carried.

**F. M/S (S. Mayrose, B. TerAvest) to receive and file CADL Building Expansion Budget Performance (Page 10).** Motion carried.

**G. M/S (N. Fox, A. Driedger) to receive and file Ottawa County Penal Fines Distribution. (Page 11).** Motion carried.

**Correspondence/Marketing**

**M/S (S. Boomgaard-Rasch, R. DeVries) to receive and file Correspondence and Marketing (Pages 12-21)** Motion carried.

A. CADL Press Releases

B. Library Marketing

C. September Programs Calendar-*Labor Day should be on Mon. Sept. 6, 2021*

D. CACF Fund Reports

*\*Sue inquired about library programs geared toward men.*

*\*Norine inquired about the rationale for reinstating Storytime and Music & Movement when it seems like Ottawa Co. is experiencing a covid surge and young children are still ineligible for vaccines. Elyshia explained that when the decision to reinstate these programs was made the positivity rate was not high. Whether these children's programs actually begin during the middle of Sept. will depend on the status of covid at that time.*

*\*Norine also asked if knitting club would be starting up. No decision has been made at this time.*

*\*There was some discussion regarding the reinstatement of overdue materials' fines that were rescinded during covid. The Lakeland Library Cooperative has agreed to reinstate overdue fines even though some libraries in the LLC will still be waving them. CADL has lost revenue since the dispensation of fines. Fines will return on Sept. 1, 2021.*

### **Director's Report**

**M/S (R. DeVries, S. Boomgaard-Rasch) to receive and file Director's Report (Pages 22-28).** Motion carried.

*\*Elyshia reported that transition to Vonage phone service has gone very smoothly.*

*\*Norine wanted to know how much of the "Stuff the Bus" collection (sponsored by United Way and collected at the library) was going directly to Coopersville Area Public Schools. Elyshia explained that United Way does partner with OAISD but someone would have to check with them to see how the school supply items are dispersed to area school districts.*

*\*Board members seem pleased and excited about the purchase of the new 3D printer. Zach is working on teen programs that will utilize instruction and use of the printer and funds will need to be allocated to the budget to replenish materials for the printer.*

### **Committee Reports**

**A. M/S (R. DeVries, S. Mayrose) to receive and file Finance Committee Minutes (Pages 29-30).** Motion carried.

### **New Business**

**A. M/S (A. Driedger, B. TerAvest) to approve Finance Committee Recommendation: Budget Adjustments (Pages 31-35).** Motion carried.

### **Unfinished Business**

*After checking with a variety of sources to see how the board members' compensation could be allocated for the use of gifts, incentives, etc. Kim explained that there is no legal way this could be accomplished. Hence, board members will be paid quarterly (\$10.00 per member per meeting attended) by check for service on the board.*

### **Public/Board Comments**

*\*No public present*

*\*Roland suggested that Elyshia look into the possibility of having a separate water meter installed for the sprinkling system so the library isn't charged sewer fees in addition to water usage when the sprinklers are running.*

**Adjournment: 7:42 p.m.**

**Next Meeting: September 15, 2021 at 7:00 pm.**