

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

Minutes from the Board Meeting on May 18, 2022.

Call to order: Judy VanDongen called the in person meeting to order at 6:56 p.m.

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

Staff Present: Elyshia Hoekstra/Director

Absent: All present

Approval of Agenda: M/S (B. TerAvest, N. Fox) approve 5/18/2022 agenda (Page 1). Motion carried.

Approval of Minutes: M/S (R. DeVries, A. Driedger) to approve 4/20/2022 board meeting minutes (Pages 2-3). Motion carried.

**Errors were pointed out in the minutes. Call to order was 6:57p.m. not 7:57p.m. Trustees A. Driedger and S. Boomgaard-Rasch represent Chester Township not Wright Township.*

Public Comment: No public present

Financial Reports

A. M/S (P. Lindberg, B. TerAvest) to receive and file May Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

B. M/S (A. Driedger, B. TerAvest) to approve April expenditures, including ACH transactions #20320-20324 totaling \$14,699.26. (Page 6) Motion carried.

C. M/S (P. Lindberg, S. Mayrose) to approve April checks to date #20325-30337 totaling \$13,174.64. (Page 7). Motion carried.

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

E. M/S (A. Driedger, S. Boomgaard-Rasch) to receive and file Mastercard Reconciliation Detail (Page 9). Motion carried.

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

Correspondence/Marketing – Pages 11-19

M/S (P. Lindberg, A. DeVries) to receive and file Correspondence and Marketing (Pages 11-19). Motion carried.

A. CADL Press Releases

B. June Calendar of Events

C. Programming Flyers

D. CAYAC Grant Award Notification-for “Vox Books” (talking books).

E. LSTA Grant Award Notification-for outreach bags to be distributed at this summer’s Meet Up & Eat Up and for books/materials to encourage summer reading and to support this summer’s water conservation project at Veteran’s Park.

Director's Report – Pages 20-23

M/S (P. Lindberg, S. Mayrose) to receive and file Director's Report (Pages 25-28). Motion carried.

Friends' Minutes–see attached if available at time of meeting–*no minutes were available*

**Elyshia mentioned that CADL received a grant from the Coopersville Foundation to create a “story walk.” While creating the library's first “story walk” one will be borrowed from Grand Haven's library.*

Committee Reports

A. Ground – Spring Cleanup Day

M/S (R. DeVries, B. TerAvest) to approve a budget of \$300.00 for Lavonne Marshall and volunteers to use for spring cleanup of CADL grounds. Motion carried

New Business

A. L4029 (Pages 24-29)

M/S (R. DeVries, A. Driedger) to approve Ottawa County 2022 Certificate of Compliance & 2022 Tax Rate Request/L-4029 (Pages 24-29). Motion carried.

B. Budgets - 1st Reading – Discussion

- i. 21-22 Revised Summary (Page 31)
- ii. 21-22, 22-23 Budget Detail (Pages 31-34)
- iii. 22-23 Proposed Summary (Page 35)
- iv. Bond Budget (Page 36)
- v. Capital Budget (Page 37)

**Roland asked why the library prepays some of its accounts. Elyshia explained that by prepaying some accounts such as the irrigation system it saves the library money.*

C. Director's Evaluation – Discussion

**Arno Driedger presented the procedure for the Director's Evaluation. Board members evaluation scores were very similar and all are very pleased with Elyshia's first “full year” performance.*

M/S (B. TerAvest, R. DeVries) to approve Director Evaluation and award 2% Merit Salary Increase for Elyshia Hoekstra/Director of CADL. Motion carried.

Public/Board Comments: No Public Present

**Judy suggested that we plan a retirement reception for Lavonne Marshall since covid prevented planning one when Lavonne actually did retire. Board agreed and the reception will be held after the June 15, 2022 board meeting. Trustees will bring a snack to share. Current staff and recently retired Children's Librarian Heidi Tagg will be invited.*

Adjournment: 7:43 p.m.

Next Meeting: June 15, 2022 at 7:00