

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

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

Call to Order: Judy Vandongen called the meeting to order at 6:56 pm.

Members present: Judy VanDongen, Meg LeMieux, Arno Driedger, Stephanie Mayrose, Pat Lindberg, Sarah Weber

Absent: Bob TerAvest, Roland DeVries

Staff present: LaVonne Marshall

Approval of Agenda: M/S (A. Driedger, M. LeMieux) to approve 3/20/2019 amended agenda with VanKempen Heat Tape proposal added. Motion carried.

Approval of Board Minutes: M/S (M. LeMieux, S. Weber) to approve 2/20/2018 board minutes. Motion carried.

Public Comment: None

Financial Reports:

A). M/S (A. Dreidger, M. LeMieux) to receive and file March 2019 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (A. Driedger, S. Weber) to approve February expenditures #19374 - #19375 transactions totaling \$5,107.50. Motion carried.

C). M/S (P. Lindberg, S. Weber) to approve March checks to date #19376 - #19397 including ACH transactions totaling \$24,544.30. Motion carried.

D). M/S (M. LeMieux, A. Dreidger) to receive and file March Statement of Income. Motion carried.

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

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

Correspondence/Marketing: M/S (M. LeMieux, A. Dreidger) to receive and file. Motion carried.

A. CADL Press Releases

B. Local Retirement Reporting confirmation email

C. CACF LeMieux Grant disbursement request letter

D. LLC ILC Manager Email Correspondence RE: automatic renewal impact on budgets

E. Leaving a Legacy – Estate Planning with Ridgetown Investments

F. Mini Golf At the Library

G. Adult Craft Night

H. Vegetable Gardening for Beginners

I. Picnic Saturday Story Time

J. Automatic Renewal Notice

Director's Report

M/S (A. Dreidger, M. LeMieux) to receive and file the March Director's Report. Motion carried.

Discussion of a trial partnership with Ireland Chiropractic for yoga classes during open hours in the library's community room with extra revenue (after paying yoga instructor) collected from attendees to go to the library.

M/S (P. Lindberg, S. Weber) to approve on a trial basis. 100% unanimous vote yes by trustees. Motion carried.

Committee Report: Meg LeMieux brought up spring cleanup for the yard and garden should take place after the next board meeting in April. LaVonne mentioned that Phil's Lawn Service bill included spring cleanup. LaVonne will check with Phil Styburski to find out what is included.

New Business:

- A). M/S (M. LeMieux, A. Driedger) to approve April 2019 library programs listed on Calendar of Events with the addition of Genealogy Club on April 18. Motion carried.
- B). M/S (S. Weber, A. Driedger) to approve the Westrate Fund disbursement request. Motion carried.
- C). M/S (P. Lindberg, A. Driedger) to approve the NEODL fund Disbursement request. Motion carried.
- D). M/S (S. Weber, A. Driedger) to receive and file the Procedures Manual: Severe Weather – current policy. Motion carried.
- E). M/S (A. Driedger, S. Weber) to receive and file the Stand-by Back Up Generator Emergency Plan Parameters. Motion carried.

Arno Driedger reported that he spoke with Officer Dennis Luce regarding the Police closing the library or requesting that the library stay open during emergency weather conditions. Officer Luce said he had no authority to tell the library when to be open or closed. LaVonne will speak with City Manager, Jonathan Seyfert to review the standing agreement with Coopersville DDA and find out what the city's expectations are for being open during a power outage or local emergency.

F). Discussion/Action on Updated Severe Weather Policy and Procedures

The board reviewed the updated policy draft. Trustees pointed out a couple of typos that needed to be corrected but approved of the language used to create the policy and discussed both options for employee compensation. LaVonne will fix the typos and include the updated policy in the next board packet for final approval in April.

M/S. (A. Driedger, P. Lindger) to approve Option #1 since that pay is already included in the budget, will be easiest and most straightforward for book keeping. Motion carried.

Option #1 – Staff who were scheduled to work when the library was closed will be paid for the hours they were scheduled to work. Staff who had scheduled the day off as annual sick, personal, or other paid leave will be charged with those leaves.

Unfinished Business:

Van Kempen Electric Heat Tape Proposal. Trustees discussed the option of doing it in phases to see if phase one with heat tape in the gutter only would be an adequate fix and then agreed that it should be done all at once to avoid another problematic winter with the ramp icy and dangerous for patrons. LaVonne informed the board that the money would be taken from the library's Capital account at MPCU.

M/S (P. Lindberg, S. Mayrose) to approve Vankempen's proposal for both #1 and #2 to be completed at their earliest convenience. Motion carried.

Public/board Comments: None

Next Meeting: April 17, 2019

Adjournment: 7:40 pm