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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
July 19, 2021**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:02 PM via Zoom webinar.

Board members present via Zoom were Sherry Bennett (Paw Paw), Jeremy Davison (Antwerp Township), Julie Pioch (Paw Paw), Catey Bolton, (Paw Paw), Krystal Seibert (Antwerp Township); Brian Wiersma (Paw Paw), Absent: Suzanne Miller.

Staff present: Gretchen Evans, Director; Whitney Hagen

Public in attendance: None

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Seibert and seconded to approve the minutes of the regular meeting of June 21, 2021. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for June 2021 showing total income of \$19,463.38 and total expenses of \$61,368.03 for a net income of \$-41,904.65
- Profit & Loss Budget vs. Actual income and expenses January through June, 2021
- Balance sheet as of 6/30/2021 showing total liabilities and equity of \$1,467,352.81
- A list of bills to be paid for the period of 6/1/2021 to 6/30/2021 with total expenditures to be paid of \$61,368.03. Included in the list were wages of \$36,310.17 and fringe benefits of \$6,014.05.

A motion was made by Seibert and seconded to pay the bills as presented for the period of 6/1/2021 to 6/30/2021 with total expenditures of \$61,368.03. The motion was adopted with a roll call vote. (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

**LIBRARY DIRECTOR REPORT**

Director Evans provided a written report of her activities for the month, an update on library operations and programs, and a PPDL Statistics for the month of June. She highlighted a donation from the Paw Paw Rotary for \$1200 and that the library is now offering notary service. A special mention that Whitney Hagan is retiring at the end of July. Director Evans, President Bennett, and Trustee Seibert all expressed gratitude and gave accolades for her many years of service to the library and Paw Paw community.

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**COMMITTEE REPORTS**

**Buildings & Grounds Committee:** Met on July 8 to discuss bids for painting the south cement wall. Three bids were examined and the bid from Furtaw Painting at \$2,575 was chosen to complete the project.

Bids for gutters were examined and the committee recommended hiring L&A Gutter to complete the project. After discussion of the bids, Wiersma moved on behalf of the committee to contract with L&A Gutters at a cost of \$9,500. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

Other issues discussed by the committee included the need to remove the shelving stored in the mechanical room; exploring options for installing an awning over the patio area; and patio furniture.

Additional conversation about buildings and grounds issues resulted in discussing the newly seeded lawn area and how the season’s weather conditions resulted in poor seed germination and resulting weeds. The board requested Director Evans to seek bids on adding top soil and seed to the area to see what we might do to improve the appearance of the area in the short term while we develop our master plan for the area.

**Finance:** No report

**Personnel and Nominating:** No report

**Policy and Bylaws:** Director Evans reviewed a proposed Bulletin Board Policy dated 7/19/2021. After discussion and no questions from the board, Seibert moved on behalf of the policy and bylaws committee to adopt the Bulletin Board Policy as follows:

**BULLETIN BOARD POLICY**

The Paw Paw District Library recognizes its role as a source of community information. The Library has a bulletin board and a brochure holder to publicize local educational, civic, charitable, recreational activities, and community services to support that role.

**Guidelines:**

1. Materials must be presented to the Director or supervisor-in-charge for approval and posting. Items posted without permission will be removed.
2. Items should be of a reasonable size and no larger than 11" x 17".
3. Groups are limited to one posting or brochure at a time.
4. Items will be dated and removed after thirty days or when no longer timely.

**Exclusions:**

- 91 1. Items promoting partisan politics or advocating for or against a candidate or a ballot  
92 issue are not permitted.  
93 2. Commercial advertisements, solicitations, or job postings are not permitted.  
94 3. Personal notices of items for sale or lost items are not permitted.  
95 4. Items that proselytize for a specific religion or affiliation are not be permitted.  
96 5. Items that contain content that could be considered discriminatory or harassing  
97 based on a group or individual's protected status are not permitted.

98  
99 The Library reserves the right to remove or deny postings that do not comply with these  
100 guidelines. Permission to post does not constitute a Library endorsement of an individual,  
101 group, or organization.

102  
103 The motion was adopted with a roll call vote(Yes: Sherry Bennett, Jeremy Davison, Julie  
104 Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

105  
106 Director Evans reviewed amendments to the Program Room Policy dated 8/20/2018. The  
107 changes related to allowing the room to be used when the library is closed and the  
108 corresponding fee schedule for after hours use. After hours use has not been requested and  
109 is not promoted to the public. After discussion, Pioch moved on behalf of the policy and  
110 bylaws committee to amend the Program Room Policy by striking sections as follows:

111  
112 **2. SCHEDULING**

113 A. The program room may be scheduled during normal library hours or at the  
114 discretion of the Library Director or designee. ~~If meetings are scheduled outside~~  
115 ~~regular library hours, a fee will be assessed per the Fee Schedule.~~

116 **4. FEE SCHEDULE POLICIES**

117 A. No usage fees will be assessed for the use of the program room ~~during regular~~  
118 ~~library operating hours~~ for free educational, cultural or civic events...

119  
120 ~~B. Extra usage fees will be assessed for events scheduled outside regular library~~  
121 ~~operating hours.~~

122  
123 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Julie  
124 Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

125  
126 Director Evans discussed the committee's recommendation to amend the Paw Paw District  
127 Library Hotspot Policy and Agreement dated 5/18/2020 by striking the word district before  
128 cardholders or card throughout the policy. After discussion, Bennett moved on behalf of the  
129 policy and bylaws committee to strike the word district from the Hotspot Policy and  
130 Agreement.

131  
132 The motion was adopted with a roll call vote(Yes: Sherry Bennett, Jeremy Davison, Julie  
133 Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

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135 **BOARD MEMBER REPORTS**

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137 Trustee Seibert attended book club and walk and talk and kits are going over well with the  
138 kids.

139

140 **UNFINISHED BUSINESS & GENERAL ORDERS**

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142 The notice for the Truth & Taxation hearing that was supposed to be held at this meeting  
143 was not published in the Paw Paw Courier Leader in time to meet the notification statute. In  
144 order to accommodate the error, it was moved by Pioch and seconded to amend the  
145 motion adopted at the last meeting by striking July 19 and inserting August 16.

146

147 The motion to amend was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy  
148 Davison, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None) and resulted in  
149 the following:

150 To increase the Library's operating tax millage rate levied on property in 2021 by  
151 .0234 mills to 1.7160 mills, to set its 2021 Library Building and Site Bond levy to 0.21  
152 subject to a truth in taxation hearing, and that a truth in taxation hearing be set for  
153 August 16, 2021 at 6:59 p.m.

154

155 **NEW BUSINESS**

156

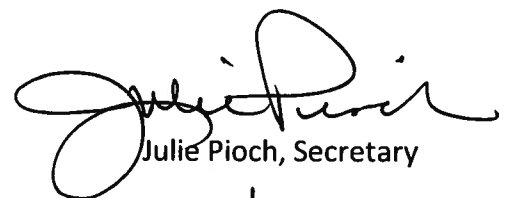
157 The board discussed the merits of beginning to meet in person instead of via Zoom. After  
158 discussion, it was moved by Bennett and seconded to resume face to face meetings starting  
159 August 16, 2021. The motion was adopted with a roll call vote(Yes: Sherry Bennett, Jeremy  
160 Davison, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma No: None).

161

162 It was moved by Pioch and seconded to the allow the Village of Paw Paw to use the  
163 program room as needed for Board Meetings free of charge. The motion was adopted with  
164 a roll call vote(Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Catey Bolton, Krystal  
165 Seibert, Brian Wiersma No: None).

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167 The meeting was adjourned at 8:12 PM.



Julie Pioch, Secretary

Date Approved: 8/16/2021