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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
December 20, 2021**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:05 PM at the Paw Paw District Library.

Board members present: Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma.

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

PUBLIC COMMENT

Friends of the Library Secretary Jim Miller talked about a marketing and membership brochure they are working on and announced the next used book sale will be May 13 and 14, 2022.

MINUTES

A motion was made by Miller and seconded to approve the minutes of the regular meeting of November 15, 2021. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for November 2021 showing total income of \$5047.16 and total expenses of \$59,882.08 for a net income of \$-54,834.92.
- Profit & Loss Budget vs. Actual income and expenses January through November 2021.
- Balance sheet as of 11/30/2021 showing total liabilities and equity of \$1,114,616.22.
- A list of bills to paid for the period of 11/1/2021 to 11/30/2021 with total expenditures to be paid of \$59,882.08. Included in the list were wages of \$35,280.04 and fringe benefits of \$6,080.16.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 11/1/2021 to 11/30/2021 with total expenditures to be paid of \$59,882.08.

The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, 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 November.

Due to concerns related to increased cases of Covid-19 in the community, plans to open the library to public rental will be postponed until further notice and not begin in January.

45 Director Evans reported that the policy to allow part-time and full-time staff to use sick time
46 for Covid-related issues sunsets on 12/31/21, and if the board wants to extend the policy
47 into 2022, it will need to extend the date of the policy. After discussion by the board on the
48 merits of extending the policy, it was moved by Davison and seconded to extend the PPDL
49 Covid Sick Time Policy until June 30, 2022. The motion was adopted with a roll call vote
50 (Yes: Sherry Bennet, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Catey
51 Bolton, Brian Wiersma. No: None).

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53 **COMMITTEE REPORTS**

54 **Personnel and Nominating:** Reminder to the board that there will be elections of officers in
55 January, and those interested and not interested should let Director Evans know by January
56 10th, 2022.

57

58 **BOARD MEMBER REPORTS**

59 Trustee Seibert reported on the success of the library events that she attended.

60

61 **UNFINISHED BUSINESS**

62 **Strategic Planning Proposals:** The library received seven proposals for strategic planning. A
63 small committee met with Director Evans to review the proposals and prepared a
64 worksheet with the name of the consultant, description of services, and ranking of each of
65 the proposals, which were distributed to the board via email prior to the board meeting.
66 The board engaged in discussion about the proposals. Following discussion, it was moved by
67 Davison and seconded to hire Fast Forward Libraries with a maximum consultant fee of
68 \$18,000. Motion was adopted with a roll call vote (Yes: Sherry Bennet, Jeremy Davison, Julie
69 Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

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71 **NEW BUSINESS**

72 **Amendments to the 2021 Budget:** Per auditing requirements, the board discussed changes
73 that were made to the 2021 adopted budget. After discussion, it was moved by Pioch and
74 seconded to amend the 2021 budget line items as follows:

PPDL 2021 Final Budget

12-20-21

	2021 Budget	Amendments
Income		
403 Millage--Operating	\$ 858,000.00	\$ 855,000.00
566 State Aid	\$ 11,000.00	\$ 11,000.00
573 PPT Reimbursement	\$ 25,000.00	\$ 36,000.00
602 Sales	\$ 500.00	\$ 500.00
658 Fines	\$ 1,000.00	\$ 1,000.00
659 Fax	\$ 1,000.00	\$ 1,000.00
661 Photocopy	\$ 4,000.00	\$ 2,000.00
662 Penal Fines	\$ 48,000.00	\$ 48,000.00
665 Interest	\$ 1,000.00	\$ 1,000.00
670 Rental Income	\$ 1,000.00	\$ 1,000.00
674 Grants	\$ 5,000.00	\$ 5,000.00
675 Donations & Memorials	\$ 2,000.00	\$ 2,000.00
695 Miscellaneous Income	\$ 500.00	\$ 500.00
Total Income	\$ 958,000.00	\$ 964,000.00
Expense		
701 Payroll Expenses	\$ 529,000.00	\$ 475,000.00
724 Fringe Benefits	\$ 86,000.00	\$ 78,000.00
752 Operating Supplies	\$ 24,000.00	\$ 21,000.00
772 Audio Book	\$ 4,000.00	\$ 4,000.00
776 Music & Movies--Adult	\$ 4,000.00	\$ 3,000.00
777 Music & Movies--Junior	\$ 1,000.00	\$ 1,000.00
778 Digital Services	\$ 21,000.00	\$ 21,000.00
790.1 Books--Adult	\$ 27,000.00	\$ 30,000.00
790.2 Books--Junior	\$ 8,000.00	\$ 11,000.00
791.1 Periodicals	\$ 4,000.00	\$ 6,000.00
801 Professional Services	\$ 50,000.00	\$ 30,000.00
804 Programming	\$ 15,000.00	\$ 15,000.00
850 Telephone & Internet	\$ 6,000.00	\$ 9,000.00
851 Postage	\$ 1,000.00	\$ 1,000.00
881 Community Promotion	\$ 6,000.00	\$ 4,500.00
900 Printing	\$ 2,000.00	\$ 1,000.00
910 Travel, Dues, Cont. Educ.	\$ 5,000.00	\$ 5,000.00
925 Utilities	\$ 40,000.00	\$ 42,000.00
927 Equipment & Software	\$ 35,000.00	\$ 33,000.00
928 Building Repair/Maint.	\$ 45,000.00	\$ 45,000.00
929 Capital Improvements	\$ 98,000.00	\$ 119,000.00
937 Insurance	\$ 9,000.00	\$ 9,000.00
950 Contingency	\$ 7,000.00	\$ -
955 Misc. Expenses	\$ 1,000.00	\$ 500.00
Total Expense	\$ 1,028,000.00	\$ 964,000.00

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Motion was adopted with a roll call vote (Yes: Sherry Bennet, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

78 **2022 regular meeting schedule:** Per state statutes the library is required to set the annual
79 Board of Trustees meeting schedule. It was moved by Bolton and seconded to meet the
80 third Monday of the month for 2022 as follows: January 17, February 21, March 21, April 18,
81 May 16, June 20, July 18, August 15, September 19, October 17, November 21, and
82 December 19, 2022. Motion passed.

83

84 **Correspondence from Foster and Swift:** Director Evans shared that legal firm Foster and
85 Swift sent notification that their fees increased to \$225 per hour. The PPDL uses this firm for
86 library-specific legal matters. The firm requested that Director Evans respond with a written
87 acknowledgment of the increase.

88

89 The meeting was adjourned at 8:13 PM



Sherry Bennett, President

Date Approved: 1/17/22