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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
January 17, 2022**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:01 PM at the Paw Paw District Library.

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

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

**PUBLIC COMMENT**

Friends of the Library Secretary Jim Miller reported that the group is refilling the little libraries around town with books.

**MINUTES**

A motion was made by Miller and seconded to approve the minutes of the regular meeting of December 20, 2021. The motion was adopted.

**FINANCIAL REPORT**

At the request of the library's auditor, the operating and debt funds were moved to separate accounts. The monthly financial report included statements from each account:

- Operating fund -- A custom summary report for December 2021 showing total income of \$89,042.36 and total expenses of \$117,652.11 for a net income of \$-28,609.75.
- Operating fund -- Profit & Loss Budget vs. Actual income and expenses January through December 2021.
- Operating fund -- Balance sheet as of 12/31/2021 showing total liabilities and equity of \$998,373.28.
- Operating fund -- A list of bills to paid for the period of 12/1/2021 to 12/31/2021 with total expenditures to be paid of \$117,652.11. Included in the list were wages of \$52,479.36 and fringe benefits of \$8,280.33.
- Debt fund -- A custom summary report showing the debt fund transfer with a total income of \$206,285.53 and total expenses of \$126,185.28 for a net income of \$80,100.25.
- Debt fund -- Balance sheet as of 12/31/2021 showing total liabilities and equity of \$102,178.40.

A motion was made by Miller and seconded to pay the bills as presented for the period of 12/1/2021 to 12/31/2021 with total expenditures to be paid of \$117,652.11.

The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

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**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 December. The director reported the audit field work will begin February 2, 2022. Due to concerns related to increased cases of Covid-19 in the community, the library is continuing to pull back on some face-to-face activities for the month of January.

Director Evans presented three quotes from local insurance providers and recommended switching our coverage to Decker Agency in Portage. After discussion, it was moved by Davison and seconded to purchase Directors and Officers Insurance, General Liability and Worker’s compensation insurance policy at an annual cost of \$6242 from Decker Agency. Motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

**COMMITTEE REPORTS**

**Personnel and Nominating:** The committee presented the following slate of candidates to serve as board officers for the 2022 calendar year:

- Sherry Bennett, President
- Suzanne Miller, Vice President
- Julie Pioch, Secretary
- Catey Bolton, Treasurer

The slate was elected as presented.

**BOARD MEMBER REPORTS**

Trustee Davison reported that a traveling Anne Frank exhibit might be available to the library. He was going to get more information and follow up with Director Evans.

**UNFINISHED BUSINESS**

**Strategic Planning:** A special meeting to begin the strategic planning process is scheduled for January 31, 2022 at 7:00 PM at the library. The consultant will join via Zoom.

**NEW BUSINESS**

Committee Assignments for 2022 were made as follows:

- Building and Grounds – Miller, Wiersma, Davison
- Finance – Bolton, Pioch, Seibert, Finance Director Jenn O’Donnell
- Personnel and Nominating – Davison, Seibert, Bennett
- Policy and Bylaws – Pioch, Bennett, Seibert

A Tuition Reimbursement request was submitted by Kayla Dies towards 3 credit hours for classes in library science from Wayne State University. After discussion, a motion was made by Seibert and seconded to approve the request for \$1200 to reimburse Kayla Dies for tuition for INF 7900 Digital Libraries. Motion as adopted with a roll call vote (Yes: Sherry

- 92 Bennett, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No:  
93 None).  
94  
95 The meeting was adjourned at 8:00 PM



Julie Pioch, Secretary

Date Approved: February 21, 2022