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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
February 21, 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, Julie Pioch

Staff present: Gretchen Evans, Director; Kayla Dies Library Assistant

Public in attendance: Jim Miller

PUBLIC COMMENT

None

MINUTES

A motion was made by Miller and seconded to approve the minutes of the regular meeting of January 17, 2022. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- Operating fund -- A custom summary report for January 2022 showing total income of \$393,887.28 and total expenses of \$49,337.40 for a net income of \$344,549.88
- Operating fund -- Profit & Loss Budget vs. Actual income and expenses for January 2022.
- Operating fund -- Balance sheet as of 1/31/2022 showing total liabilities and equity of \$1,338,119.53.
- Operating fund -- A list of bills to paid for the period of 1/1/2022 to 1/31/2022 with total expenditures to be paid of \$49,337.40. Included in the list were wages of \$32,319.11 and fringe benefits of \$2,947.41.
- A custom summary report of the PPDL Debt Fund showing net income of \$48,007.45.
- Balance sheet as of 1/31/2022 of the PPDL Debt Fund showing total liabilities and equity of \$150,185.85.

A motion was made by Davison and seconded to pay the bills as presented for the period of 1/1/2022 to 1/31/2022 with total expenditures to be paid of \$49,337.40.

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

46 Director Evans introduced Kayla Dies to the board. She has been with PPDL since 2010, she
47 worked at the library through high school and college and started fulltime as a cataloger in
48 2016. In the past five years she has taken on many responsibilities and is working towards
49 her master's degree in library science. She works with teens every day and commented on
50 the progress she has made in outreach to high schoolers. Director Evans gave accolades to
51 Kayla for all of her good work at the library.

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53 COMMITTEE REPORTS

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55 **Long Range Planning:** President Bennett gave a strategic planning update. The board and
56 staff survey is due March 28. The community survey is almost ready. It will be advertised
57 with a post card sent to all residents in the district, asking them to complete the survey.
58 Trustee Seibert provided an update on a youth survey designed for elementary age
59 children. Middle school age youth may complete the community survey. There was
60 discussion of possible focus groups with that age group. President Bennett reported that
61 several other community organizations are also doing strategic plans and is collecting the
62 information about those as she receives it.

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64 **Buildings and Grounds:** The next meeting is March 3, 2022

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66 **Policy and Bylaws:** The committee reviewed several policies that were over ten years old
67 and provided an overview of recommended changes. Director Evans added additional
68 history and justification for the changes. After discussion, Committee Chair Seibert moved
69 on behalf of the committee the adoption of the following changes to the policies reviewed:

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71 **Retire the following policies:**

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Amend the Rules of Conduct policy, adopted January 20, 2020 by adding: "#18. Use of bicycles, skateboards, roller skate and similar equipment on library grounds."

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

Amend the Social Security Number, adopted February 16, 2009 by striking words in the first paragraph as follows: All Employees are required to have a Social Security Number (SSN) or other IRS tax identification number (~~"SSN"~~) in order to be employed by the Library, so that the Library can make adequate tax reporting. ~~However, the Library takes each employee's privacy very seriously, and it~~ The Library maintains a strict policy to protect the confidentiality of SSNs that are obtained by, or provided to, the Library and/or its employees, members, contractors, agents, and

92 representatives in the course of their employment, activities, or services performed
93 on behalf of the Library.

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

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97 **Amend the Photocopy Policy adopted May 11, 1992 by substituting the following**
98 **revision:**

- 99 1. The Paw Paw Distict Library provides a photocopy machine for public use. The
100 copying rates are set by the Library Board as follows:
101 Black & White letter size - \$.20
102 Black & White legal size - \$.30
103 Color letter size - \$.50
104 Color legal size - \$.75
- 105 2. Copy machine users are advised that there are restrictions on copyright
106 materials which permit, in general, no more than one copy of a page for personal
107 use. Violations of copyright are the responsibility of the copy machine user.
- 108 3. The library does attempt to maintain its copy machine in good working order but
109 the library is not a retail print or copy shop. Patrons seeking high-quality printing
110 or needing to use different paper are directed to local printing businesses. The
111 library is not responsible for the quality of copies and will refund money only in
112 the event of severe machine malfunction of the machine.

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

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116 **Amend the Study Room Use Policy Adopted August 20, 2012 as follows:**

117 In line #1, strike "11 years of" and insert "high school" to read: 1. Study Rooms are
118 generally intended for use by up to 4 individuals at a time age high school and older,
119 for the purpose of quiet study and discussion. Other use arrangements may be made
120 with the Library Director or designee;

121 In line #2 strike "or by calling the library telephone number and insert "on a first
122 come first serve basis" to read: 2. Use of a Study Room may be arranged at the
123 library's Circulation Desk on a first come first serve basis.

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

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127 The committee presented a new policy to cover use of credit cards by library personnel and
128 board members. This policy had been discussed by the board in the past but a final policy
129 was never adopted. After more discussion Committee Chair Seibert, moved on behalf of the
130 committee the adoption of the following policy:

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CREDIT CARD USE POLICY

- 132 • The Board is responsible for opening credit card accounts, setting their credit limits,
133 and determining the policy for credit card use.
- 134 • The Director and Business Manager are responsible for issuing, retrieving,
135 monitoring, accounting, and overseeing compliance with the credit card policy.
- 136 • The Director will maintain custody of the credit card issued in their name.


- 137 • The Business Manager will maintain custody of the credit card issued in the Library's
138 name.
- 139 • Library personnel must sign the library credit card in and out on the credit card use
140 log in the Business Manager's office. Credit cards may only be used to purchase
141 goods and services for the official business of the Library. No personal use of the
142 Library's credit cards is permitted.
- 143 • Credit card users must submit receipts for all purchases made to the Business
144 Manager as soon as possible. If no receipt was issued or a receipt was lost, the user
145 shall submit a signed voucher with the transaction date, amount, merchant's name,
146 and the reason for the purchase.
- 147 • Library personnel who are issued a credit card are responsible for its protection and
148 custody. If a credit card is lost or stolen, it should be reported to the Library
149 immediately. The Business Manager is responsible for canceling the card with the
150 issuing bank.
- 151 • The Business Manager will reconcile the credit card statements and investigate
152 transactions that do not match submitted receipts. The Business Manager will
153 create a monthly report of credit card activity for the Board. All transactions must
154 be documented before payment is authorized.
- 155 • Credit card invoices will be paid within 60 days of the initial statement.
- 156 • Persons in possession of a library credit card must return it upon the termination of
157 employment.
- 158 • The Library will use disciplinary measures consistent with current law for
159 unauthorized use.

160 Motion was adopted with a roll call vote. (Yes: Sherry Bennett, Jeremy Davison, Suzanne
161 Miller, Krystal Seibert, Catey Bolton, Brian Wiersma, Julie Pioch. No: None).
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163 **BOARD MEMBER REPORTS**

164 Trustee Bolton gave accolades to Donna Dlugie for giving her ideas for engaging with her
165 church group. She also asked Director Evans to look into a program that collects used
166 textbooks and books to donate to other countries. President Bennett reported that there is
167 a "talking is teaching" "book nook" now located at the Hartford laundromat.
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169 The meeting was adjourned at 8:10 PM


Julie Pioch, Secretary
Date Approved: 3/21/2022