

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **March 21, 2022**

4
5 Vice-President Suzanne Miller called the regular monthly meeting of the Paw Paw District
6 Library Board of Trustees to order at 7:01 PM at the Paw Paw District Library.

7
8 Board members present: Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton,
9 Brian Wiersma, Absent: Julie Pioch, Sherry Bennett.

10
11 Staff present: Gretchen Evans, Director

12
13 Public in attendance: Jim Miller

14
15 **PUBLIC COMMENT**

16 Jim Miller, Friends of the Library Secretary highlighted new Friends of the Library pamphlet.

17
18 **MINUTES**

19 A motion was made by Seibert and seconded to approve the minutes of the regular meeting
20 of February 21, 2022. The motion was adopted.

21
22 **FINANCIAL REPORT**

23 The monthly financial report included:

- 24 • A custom summary report for February 2022 showing total income of \$290,322.80
25 and total expenses of \$70,848.37 for a net income of \$219,474.43.
- 26 • Profit & Loss Budget vs. Actual income and expenses for February 2022.
- 27 • Balance sheet as of 2/28/2022 showing total liabilities and equity of \$1,557,503.96.
- 28 • A custom summary report of the PPDL Debt Fund showing net income of
29 \$38,449.74.
- 30 • Balance sheet as of 2/28/2022 of the PPDL Debt Fund showing total liabilities and
31 equity of \$188,635.59.
- 32 • A list of bills to paid for the period of 2/1/2022 to 2/28/2022 with total expenditures
33 to be paid of \$70,848.37. Included in the list were wages of \$32,372.98 and fringe
34 benefits of \$6,208.83.

35
36 A motion was made by Davison and seconded to pay the bills as presented for the period of
37 2/1/2022 to 2/28/2022 with total expenditures to be paid of \$70,848.37.

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

40
41 **LIBRARY DIRECTOR REPORT**

42 Director Evans provided a written report of her activities for the month, an update on
43 library operations and programs and a PPDL Statistics for the month of February.

44
45 **COMMITTEE REPORTS**

46 **Long Range Planning:** Director Evans provided an update on the strategic planning process
47 to date. Postcards were sent residents within 49079 zip code.
48 **Buildings and Grounds:** Committee met on March 3, 2022. They discussed power outage
49 and surge protectors; furniture refinishing needs; carpet square replacement, maintenance
50 schedules, library outside storage needs and solutions and putting aside funds for long term
51 needs such as new roof, HVAC system, driveway, parking lot, sidewalk and carpet
52 replacement.
53 On behalf of the committee, Miller moved that the library purchase an outside storage shed
54 from Meyer Wood Products for a cost of \$4299.00 to be installed to the east of the garbage
55 enclosure and also pay a \$50 fee/permit from the Village of Paw Paw. Motion was adopted
56 with a roll call vote (Yes: Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton,
57 Brian Wiersma, No: None).
58
59 **Policy and Bylaws:** No report
60
61 **Personnel Committee:** Committee is working on 2021 Director evaluation process.
62
63 The meeting was adjourned at 7:50 PM



Julie Pioch, Secretary

Date Approved: 4/18/2022