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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES
Truth in Taxation Public Hearing
July 18, 2022**

15 President Sherry Bennett called the Truth in Taxation Public Hearing to order at 7:00. There
16 were no public comments. The hearing was adjourned at 7:03
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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
July 18, 2022**

15 President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library
16 Board of Trustees to order at 7:03 at the Paw Paw District Library.
17

18 Board members present: Sherry Bennett, Julie Pioch, Suzanne Miller, Krystal Seibert, Brian
19 Wiersma, Catey Bolton; Jeremy Davison
20

21 Staff present: Gretchen Evans, Director
22

23 Public in attendance: Jim Miller
24

25 **Public Comment**

26 Jim Miller noticed that the library's Flag of the United States of America was always flying at
27 full mast and asked about the protocol for flying the flag at half-mast as other businesses do
28 from time to time. In response to his comment, Director Evans agreed to sign up to receive
29 notices from the State of Michigan to know when the flag should be lowered to half-mast.
30

31 **MINUTES**

32 A typo was found in the June minutes and corrected. A motion was made by Seibert and
33 seconded to approve the minutes of the regular meeting of June 20, 2022. The motion was
34 adopted.
35

36 **FINANCIAL REPORT**

37 The monthly financial report included:

- 38 • A custom summary report for June 2022 showing total income of \$60,929.66 and
39 total expenses of \$90,695.97 for a net income of \$-29,766.31
- 40 • Profit & Loss Budget vs. Actual income and expenses for June 2022.
- 41 • Balance sheet as of 6/30/2022 showing total liabilities and equity of \$1,461,765.83.
- 42 • A custom summary report of the PPDL Debt Fund showing net income of
43 \$5,730.00
- 44 • Balance sheet as of 6/1/2022 of the PPDL Debt Fund showing total liabilities and
45 equity of \$115,590.77

- 46 • A list of bills to paid for the period of 6/1/2022 to 6/30/2022 with total expenditures
47 to be paid of \$90,695.97. Included in the list were wages of \$49,976.38, fringe
48 benefits of 9064.46, and employer’s social security and Medicare of \$4513.82.
49 A motion was made by Bolton and seconded to pay the bills as presented for the period of
50 6/1/2022 to 6/30/2022 with total expenditures to be paid of \$90,695.97. The motion was
51 adopted with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Suzanne Miller, Krystal
52 Seibert, Brian Wiersma, Catey Bolton, Jeremy Davison No: None).
53

54 **LIBRARY DIRECTOR REPORT**

55 Director Evans provided a written report of her activities for the month, an update on
56 library operations and programs, and PPDL statistics for the month of June. Director Evans
57 elaborated on the renewal of the Overdrive contract and presented a motion for the board
58 to review that the attorney for Southwest Michigan Library Cooperative (SMLC) suggested
59 each cooperative member board adopt. Director Evans answered questions from the board.
60 After discussion, it was moved by Pioch and seconded that the Paw Paw District Library
61 delegate authority to the Southwest Michigan Digital Library Overdrive Coordinator to
62 negotiate contracts with OverDrive, set an annual budget for the collection on behalf of the
63 group, and delegate collection development authority to OverDrive. The motion was
64 adopted with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Suzanne Miller, Krystal
65 Seibert, Brian Wiersma, Catey Bolton, Jeremy Davison No: None).
66

67 **COMMITTEE REPORTS**

68
69 **Buildings and Grounds:** The committee met with Christopher Imler, MSU Extension
70 Consumer Horticulture Educator to discuss a maintenance plan for the rain garden. His
71 recommendations were to install edging on north and south borders and have maintenance
72 paths cleared to allow for access to the storm drain and annual weeding. The committee
73 will meet next on 7/20/22.
74

75 **Finance:** No report
76

77 **Personnel & Nominating Committee:** No report
78

79 **Policy and Bylaws:** The committee met on July 7, 2022, to review an updated computer and
80 internet use policy, and a new policy that would allow the library to complete appropriate
81 background checks for employees and volunteers. Member Seibert presented the rationale
82 for the policies and Director Evans provided additional information and answered questions
83 from other trustees.
84

85 On behalf of the committee, Seibert moved the adoption of the following revised policy:
86

87 **COMPUTER & INTERNET USE POLICY**

88 The Paw Paw District Library (PPDL) provides access to computers and the Internet to
89 support its mission to serve the community's informational needs. The purpose of the
90 Computer & Internet Use Policy is to provide fair, equitable access to computers and the
91 Internet to patrons of all ages.

92 General Guidelines

93 Library computers with Internet access are available on a first-come, first-served basis.
94 Patrons can access library computers by logging on with their PPDL library card or applying
95 for a one-day guest pass with valid identification at the circulation desk. Patrons may use a
96 library workstation for one hour, with additional time, for a maximum of two hours if no
97 other patrons are waiting. The library's Wi-Fi is accessible inside and outside the building
98 without a PPDL card or valid identification.

99 Library laptop computers and hotspots are available for check out by patrons 18 years or
100 older who possess a PPDL district library card.

101 All use of library computers and Internet access must comply with the Computer & Internet
102 Use Policy. Patrons checking out a laptop or hotspot must also sign a usage agreement.

103 The library reserves the right to monitor computer and Internet usage to ensure compliance
104 with this policy. Failure to comply with this policy or staff directions may result in loss of
105 privileges.

106 Disclaimer

107 The Internet offers access to many valuable sources of information. Not all sites provide
108 accurate, complete, or current information, and some sites may carry information that is
109 controversial, sexually explicit, or offensive. The Paw Paw District Library does not endorse
110 or sanction the content or point of view of any of the information that may be found on the
111 Internet. Because the Internet is vast and unregulated, the library cannot protect patrons
112 from content they may find offensive. Patrons use the Internet at their own risk. Paw Paw
113 District Library assumes no responsibility for any direct or indirect damages arising from the
114 use of its computers or Internet connection, including any loss of data, privacy, or any harm
115 or damage to personal software, equipment, or information.

116 Filters

117 To comply with the requirements of the Children's Internet Protection Act and Michigan
118 Public Act, 212 of 2000, the library uses filtering software on its computers and Internet
119 connection. The filters are designed to block obscene or sexually explicit material deemed
120 harmful to minors and other material prohibited by law. If a patron 18 years or older
121 believes that the filter improperly blocked an Internet site, they can request that it be
122 unblocked. The Director or their designee will decide if a site will be unblocked. Patrons 18
123 years or older may request the filters be completely disabled for the purpose of research.
124 The library's Wi-Fi filter cannot be disabled, so a patron who requests unfiltered access to
125 the Internet must use a library-designated computer. Minor children may only use an
126 unfiltered library computer if a parent or guardian sits next to them while they use the
127 computer. As with other materials in the library's collection, it is the library's policy that
128 parents or guardians are responsible for their children's use of the library's computer and
129 Internet connection.

130 Acceptable Use

131 Because the library is used by people of all ages, backgrounds, and sensibilities, patrons are
132 asked to be sensitive to others when accessing potentially controversial information and
133 images while using the library's computers. The library staff reserves the right to ask
134 individuals to discontinue the display of information and images that cause a disruption.

135 While using the library's computers and Internet connection, patrons may not:

- 136 • Violate local, state, or federal law.
137 • Violate the library's Rules of Conduct or any other library policy.

- 138 • Install any software or save documents. Patrons must save their work on their own
139 portable storage devices.
140 • Damage or modify library hardware or software, operation systems, network
141 configuration, or security.
142 • Use another person's password or identity without their authorization.
143 • Use a computer terminal with another person without staff authorization.

144 Staff Assistance

145 Library staff may assist users in getting started with computing resources. However, the
146 library cannot guarantee that staff fully trained in all aspects of software, Internet
147 resources, or other technology will be available to assist patrons at all times the library is
148 open. Patrons who need further assistance should request an appointment for one-on-one
149 training.

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

152

153 On behalf of the committee, Seibert moved the adoption of the following new policy:

154

155 **THE PAW PAW DISTRICT LIBRARY EMPLOYEE AND VOLUNTEER WAIVER**

156

157 The Paw Paw District Library performs criminal background checks on employees and
158 volunteers using the Michigan State Police iChat System. The information requested below
159 is required and will only be used by library personnel to obtain a background check report.

160

161 I authorize the Paw Paw District Library to conduct a criminal background check on me. I
162 acknowledge that information obtained through the background check, except for minor
163 traffic offenses or misdemeanor arrests that did not result in charges or convictions, may
164 affect my employment or selection as a volunteer. I further understand that if information
165 in my background check may affect my employment or selection as a volunteer, I will have
166 the opportunity to provide an explanation of my criminal history and any mitigating factors
167 that I believe should be considered.

168

169 I understand that information obtained through a criminal background check is for the
170 official use of the Paw Paw District Library and will be disclosed only to individuals that Paw
171 Paw District Library determines need to know such information. *(The policy is followed with
172 lines for signature, address, driver's license number and date of birth).*

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

175

176 **NEW BUSINESS**

177

178 **2022 Millage Rates Resolution**

179 It was moved by Pioch and seconded to adopt the following resolution:

180

181 WHEREAS, the Paw Paw District Library Board of Trustees held a public hearing on
182 7/18/2022 at 7:00 pm, at 609 West Michigan Ave., Paw Paw, MI 49079, to hear any

183 objections to its proposed increase of .0541 mills to its' operating tax millage rate to be
184 levied on property in 2022;

185

186 WHEREAS, Paw Paw District Library desires to provide for payment on its 2020 Library
187 Refunding Bonds; it is hereby resolving to levy .21 mills on property in 2022 for repayment
188 of the aforementioned bond;

189

190 WHEREAS, all persons appearing and wishing to be heard on both matters were afforded an
191 opportunity to do so at the public hearing;

192

193 WHEREAS, the Board approves the President and Secretary execute the L-4029, and
194 approves submitting it to the County and/or other authorities to have said amounts placed
195 on the tax roll as needed;

196

197 NOW, THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to increase its
198 operating tax millage rate levied on property in 2022 by .0541 mills to 1.6995 mills, and to
199 set its 2020 Library Refunding Bond;

200

201 NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to increase its
202 operating tax millage rate levied on property in 2022 by .0541 mills to 1.6995 mills, to set its
203 2020 Library Refunding Bonds levy to be levied on property in 2022 at .21 mills, and to
204 execute and submit the L-4029 to the County and/or other authorities to have said amounts
205 placed on tax rolls.

206

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

209

210 The meeting was adjourned at 8:13 PM

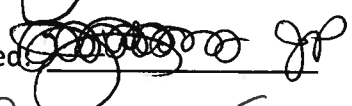
211

212 Trustees stayed after the meeting to watch an American Library Association training video
213 on advocacy.



Julie Pioch, Secretary

Date Approved


August 15, 2022