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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
August 15, 2022**

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

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

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller; Amanda Standerfer

**PUBLIC COMMENT**

**MINUTES**

A motion was made by Miller to approve the minutes of the truth in taxation hearing held on July 18, 2022. The motion was adopted.

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of July 18, 2022. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for July 2022 showing total income of \$5,009.26 and total expenses of \$70,719.13 for a net income of \$-65,709.87
- Profit & Loss Budget vs. Actual income and expenses for July 2022.
- Balance sheet as of 7/31/2022 showing total liabilities and equity of \$1,396,055.96.
- A custom summary report of the PPDL Debt Fund showing net income of \$-709.35
- Balance sheet as of 7/31/2022 of the PPDL Debt Fund showing total liabilities and equity of \$114,881.42
- A list of bills to paid for the period of 7/1/2022 to 7/31/2022 with total expenditures to be paid of \$70,719.13. Included in the list were wages of \$33,429.85, fringe benefits of 6,774.62, and employer's social security and Medicare of \$3,073.04.

A motion was made by Miler and seconded to pay the bills as presented for the period of 7/1/2022 to 7/31/2022 with total expenditures to be paid of \$70,719.13. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Suzanne Miller, Brian Wiersma, Catey Bolton, Jeremy Davison No: None).

**LIBRARY DIRECTOR REPORT**

45 Director Evans provided a written report of her activities for the month, an update on  
46 library operations and programs, and PPDL statistics for the month of July.

47

48 Director Evans reviewed the revision of the *Unattended Children and Vulnerable Adults*  
49 *Policy* and a student compliance guide record sheet for staff to use to document  
50 inappropriate behavior exhibited by youth. The need for the revision of the policy was  
51 discussed by the policy and bylaws committee at their July meeting. After questions and  
52 discussion, it was moved by Bennett and seconded to adopt the following policy:

53

54 **Unattended Children and Vulnerable Adults Policy (complete Revision)**

55 The Paw Paw District Library strives to provide a safe and welcoming space for patrons of all  
56 ages. However, the library is a public building and should not be considered a safe place to  
57 leave a child or vulnerable adult unattended. Library staff cannot provide supervision for  
58 patrons. Parents and caregivers are solely responsible for children and vulnerable adults  
59 while on library property, regardless of whether the parent or caregiver is in the library.  
60 The Unattended Children and Vulnerable Adults Policy sets guidelines to assure that the  
61 library experience is safe and positive for all.

62

63 Definitions

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65 A child means a person under the age of 18.

66 A vulnerable adult means a person age 18 or older who requires supervision or personal  
67 care because of developmental disability, mental illness, physical disability, or other similar  
68 reasons.

69 A responsible caregiver is a person who is at least 13 years old and is responsible for  
70 monitoring or caring for a child or vulnerable adult.

71

72 Children

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74 Children 10 years old and older who can use the library independently and follow the  
75 library's Rules of Conduct are allowed to be unattended in the library.

76 Children 6-9 years old must be under the supervision of an accompanying responsible  
77 caregiver while in the library.

78 Children 5 years old and under must be within sight of the accompanying responsible  
79 caregiver while in the library.

80

81 Vulnerable adults

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83 Vulnerable adults who can care for themselves, use the library independently, and follow  
84 the library's Rules of Conduct are allowed to be unattended in the library.

85 Vulnerable adults who are unable to care for themselves or cannot use the library  
86 independently must be accompanied and supervised by a responsible caregiver while in the  
87 library.

88

89 Staff action

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91 If a child 9 years old and under or a vulnerable adult is left unattended in the library, library  
92 staff will attempt to contact a parent or caregiver. If a parent or caregiver cannot be  
93 successfully contacted, library staff will contact the police for assistance. In cases of  
94 immediate safety concern, library staff will contact 911.

95  
96 If a child or vulnerable adult needs assistance finding transportation at closing, library staff  
97 will help them to contact a parent or caregiver. Two staff members will wait with the  
98 patron for the parent or caregiver to arrive. If no one arrives or is on their way by 15  
99 minutes past closing, library staff will call the police for assistance.

100  
101 All patrons, regardless of age, are required to follow the library's Rules of Conduct. Library  
102 staff will use the Compliance Guide to respond to violations. Some violations may result in  
103 a patron being asked to leave library property. If a child or vulnerable adult needs  
104 assistance finding transportation, library staff will contact a caregiver or, if one cannot be  
105 successfully contacted, the police for assistance.

106  
107 Staff will record action taken concerning the safety or conduct of children or vulnerable  
108 adults.

109  
110 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Suzanne  
111 Miller, Brian Wiersma, Catey Bolton, Jeremy Davison No: None).

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113 **COMMITTEE REPORTS**

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115 **Buildings and Grounds:** Trustee Wiersma gave an oral report of the last meeting of the  
116 buildings and grounds committee where they talked about the rain garden maintenance,  
117 the terraced yard in front of the new property and upgrades to technology for the meeting  
118 room.

119  
120 **Finance:** No report

121  
122 **Personnel & Nominating Committee:** No report

123  
124 **Policy and Bylaws:** No report

125  
126 **Strategic Planning:** Amanda Standerfer was present to review the final draft of the  
127 strategic plan document. The board and staff engaged in a great deal of discussion related  
128 to fine tuning the wording of the goals, vision, mission statement and format of the final  
129 report. Ms. Standerfer will make revisions and prepare a new final draft for the board to  
130 review.

131  
132 **Board Member Reports**

133 Jeremy said thank you to the library staff for putting on great summer early elementary  
134 programs and looks forward to more collaboration between Paw Paw Schools and the  
135 library.

136

137 Meeting adjourned at 8:58



Julie Pioch, Secretary

Date Approved: 9/19/22