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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING - September 19, 2022**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:05 at the Paw Paw District Library.

Board members present: Sherry Bennett, Suzanne Miller, Brian Wiersma, Catey Bolton, Jeremy Davison, Krystal Seibert (arrived 7:15), Julie Pioch (arrived 7:55).

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

PUBLIC COMMENT

Jim Miller gave Friends of the Library update

MINUTES

A motion was made by Davison and seconded to approve the minutes of the regular meeting of August 15, 2022. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for August 2022 showing total income of \$12,160.65 and total expenses of \$59,238.85 for a net income of \$-47,078.20
- Profit & Loss Budget vs. Actual income and expenses for August 2022.
- Balance sheet as of 8/31/2022 showing total liabilities and equity of \$1,348,977.76.
- A custom summary report of the PPDL Debt Fund showing net income of \$-31,519.70
- Balance sheet as of 8/31/2022 of the PPDL Debt Fund showing total liabilities and equity of \$83,361.72
- A list of bills to paid for the period of 8/1/2022 to 8/31/2022 with total expenditures to be paid of \$59,238.85. Included in the list were wages of \$30,476.72, fringe benefits of \$6,134.87, and employer's social security and Medicare of \$2,798.03.

A motion was made by Miller and seconded to pay the bills as presented for the period of 8/1/2022 to 8/31/2022 with total expenditures to be paid of \$59,238.85. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Brian Wiersma, Catey Bolton, Jeremy Davison, Krystal Seibert; 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 PPDL statistics for the month of August.

Director Evans reported that she and President Bennett attended the Paw Paw Village Council meeting to share the strategic plan. Planning is underway for a Cemetery tour and

47 "spooktacular." Director Evans reported there has been interest from the Robert Cortes
48 Foundation in giving a restricted donation. Discussion by the board followed. There is no
49 donation policy so the issue was referred to the policy and bylaws committee to review and
50 provide recommendation.

51

52 COMMITTEE REPORTS

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54 **Buildings and Grounds:** The committee reported on bids received for several library
55 projects and made recommendations for the board to approve.

56

57 It was moved by the committee to hire Bill's Pro Painting to paint the community room for a
58 cost of \$975.00. Motion adopted with a roll call vote Yes: Sherry Bennett, Suzanne Miller,
59 Brian Wiersma, Catey Bolton, Jeremy Davison, Krystal Seibert; No: None).

60

61 It was moved by the committee to purchase audio visual equipment for the community
62 room from Focus Audio Visual at a cost of \$27,659.76. Motion adopted with a roll call vote
63 Yes: Sherry Bennett, Suzanne Miller, Brian Wiersma, Catey Bolton, Jeremy Davison, Krystal
64 Seibert; No: None).

65

66 It was moved by the committee to hire Hal's Lawn Care for snow plowing per their bid for
67 the upcoming season. Motion adopted with a roll call vote Yes: Sherry Bennett, Suzanne
68 Miller, Brian Wiersma, Catey Bolton, Jeremy Davison, Krystal Seibert; No: None).

69

70 A brick is to be purchased in honor of Adeline Sichterman and awarded at the November
71 meeting (a certificate will be given if no brick is available).

72

73 **Finance:** No report

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75 **Personnel & Nominating Committee:** No report

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77 **Policy and Bylaws:** No report

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79 **Strategic Planning:** The Board reviewed the revised plan and made some formatting
80 suggestions. Overall, increase the font size; add a photo to page 7; add copy to blank back
81 page which could include a brief history of the library, names of board and staff, contact
82 information and impacts and outcomes that could be updated annually or as milestones
83 occur.

84

85 Board Member Reports

86 Krystal completed the 25 Book Challenge. Suzanne visited the St. Ignace Library.

87

88 Meeting adjourned at 8:15 PM


Julie Pioch, Secretary

Date Approved: 10/17/22