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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING – October 17, 2022**

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President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:00 at the Paw Paw District Library.

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

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Staff present: Gretchen Evans, Director

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Public in attendance: Jim Miller, Adeline Sichterman

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PUBLIC COMMENT

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Jim Miller of Friends of the Library reported that the book sale held on September 31 and October 1 made \$1700.

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PUBLIC ACKNOWLEDGEMENT

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Trustee Miller presented a framed certificate to Adeline Sichterman to thank her for her everlasting efforts to beautify the grounds of the library. A brick was also engraved to be displayed in her honor.

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MINUTES

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A motion was made by Miller and seconded to approve the minutes of the regular meeting of September 19, 2022. The motion was adopted.

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FINANCIAL REPORT

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The monthly financial report included:

- A custom summary report for September 2022 showing total income of \$7,199.78 and total expenses of \$70,553.43 for a net income of \$-63,353.65.
- Profit & Loss Budget vs. Actual income and expenses for September 2022.
- Balance sheet as of 9/30/2022 showing total liabilities and equity of \$1,285,624.11.
- A custom summary report of the PPDL Debt Fund showing net income of \$6.85.
- Balance sheet as of 9/30/2022 of the PPDL Debt Fund showing total liabilities and equity of \$83,368.57.
- A list of bills to paid for the period of 9/1/2022 to 9/30/2022 with total expenditures to be paid of \$70,553.43. Included in the list were wages of \$32,342.52, fringe benefits of \$6,612.29, and employer's social security and Medicare of \$2,977.28.

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A motion was made by Miller and seconded to pay the bills as presented for the period of 9/1/2022 to 9/30/2022 with total expenditures to be paid of \$70,553.42. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Brian Wiersma, Catey Bolton, Krystal Seibert, Julie Pioch; No: None).

50

LIBRARY DIRECTOR REPORT

46 Director Evans provided a written report of her activities for the month, an update on
47 library operations and programs, and PPDL statistics for the month of September. She
48 added that the Spooktacular event was a success, and the library has received positive
49 feedback from parents. There will be an update on the strategic plan after the staff meets
50 with Amanda Standerfer to discuss implementation.

51

52 **COMMITTEE REPORTS**

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54 **Buildings and Grounds:** No report

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56 **Finance:** No report

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

59

60 **Policy and Bylaws:** The committee met on October 6, 2022, to discuss an amendment to
61 the device policy and a new policy to manage the display case located in the library foyer
62 and an application form.

63 On behalf of the committee, Seibert moved the adoption of the amended Device policy and
64 agreement as follows:

65

66 Device Policy & Agreement

67 The Paw Paw District Library is pleased to provide electronic devices for patron checkout.

68 First-time borrowers must sign and complete this form before they can borrow a device.

69

Rules for Use:

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1. Borrowers must be 18 years of age or older and have a card in good standing with no
71 fees or overdue items. Reciprocal patrons may borrow hotspots. All other devices are
72 reserved for district patrons.

73

2. Borrowers agree to abide by the Paw Paw District Library's *Circulation Policy* and
74 *Computer and Internet Policy*.

75

3. Devices may be borrowed for 14 days with no renewals.

76

4. A household (address) may only borrow one device at a time, except hotspots and
77 laptop computers, which may be borrowed together.

78

5. Borrowers belonging to the same household must wait 24 hours after returning a device
79 before borrowing another.

80

6. Borrowers are responsible for the costs associated with loss or damage to the devices
81 and peripherals. Library staff will determine replacement needs. Fees are as follows:

82

- \$500 laptop computer

83

- \$300 GoPro camera

84

- \$300 projector

85

- \$140 hotspot

86

- \$15 HDMI cord/bag

87

- \$10 for a charging cord/case

88

Acknowledgments

89 I understand that if a hotspot device is not returned on time, service will be deactivated
90 within 24 hours and the device cost and a \$10.00 reactivation fee will be charged to my
91 account. _____(initial)

92
93 I understand that library laptop computers and hotspots have content filtering and anti-
94 virus software, that work cannot be saved to the laptop computers, and that changing a
95 device's configuration is prohibited. _____ (initial)

96
97 I understand that repeated violations of the terms of the Device Policy & Agreement may
98 result in permanent loss of device borrowing privileges _____ (initial)

99 Name _____ Phone _____

100 -

101
102 Signature _____ Date _____

103

104 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Brian
105 Wiersma, Catey Bolton, Krystal Seibert, Pioch; No: None).

106

107 On behalf of the committee, Seibert moved the adoption of the Display Case policy as
108 follows:

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110 Display Case Policy

111 As part of its commitment to connecting the community, the Paw Paw District Library
112 allows the public to use its display cases to share collections and information. Locked
113 display space is available on a first-come basis to any individual or organization wishing to
114 display a special collection of items or information. The lockable glass display cases are
115 located in the library foyer. Each case has a display area of 37" x 27" with one adjustable
116 glass shelf. The display cases are available under the following conditions:

- 117 • Library use takes priority over all others. When not required for library use, the display
118 cases are available to members of the public on a first-come, first-served basis.
- 119 • Requests to use the display cases are made by completing a Display Case Application.
120 Final authority for all exhibits rests with the library director or designated staff.
- 121 • The library reserves the right to decide the appropriateness of exhibit material to the
122 public library setting.
- 123 • Displays are exhibited for a minimum of 30 days, including set-up and removal.
- 124 • Exhibitors are responsible for delivering, arranging, and removing all items displayed in a
125 timely manner.
- 126 • Commercial use of the cases is prohibited. Displays may not solicit donations or contain
127 price lists but may acknowledge the exhibitor on a sign no larger than 3" x 5."
- 128 • All displays must conform to the space restriction of the cases. Items should not be left
129 outside the cases.
- 130 • The library assumes no liability in the event of damage or loss of display items. All items
131 placed in the library are done so at the exhibitor's sole risk.
- 132 • Although space is provided for a display, the Paw Paw District Library neither advocates
133 nor endorses the viewpoints of any display.

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135 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Brian
136 Wiersma, Catey Bolton, Krystal Seibert, Pioch; No: None).

137

138 **Board Member Reports**

139 Bolton received seven compliments on the Spooktacular event and received four inquiries
140 from the public about our collection and programming.

141

142 **New Business**

143 A proposed 2023 Holiday schedule was presented by Director Evans. It was moved by Pioch
144 and seconded to adopt the schedule as follows:

145

146 2023 Holiday Schedule

147 Monday, January 2, replaces New Year's Day

148 Monday, May 29, Memorial Day

149 Tuesday, July 4, Independence Day

150 Monday, September 4, Labor Day

151 Wednesday, November 22, Thanksgiving Eve - close at 5 pm, unpaid

152 Thursday, November 23, Thanksgiving Day

153 Monday, December 25, Christmas Day

154 Tuesday, December 26, replaces Christmas Eve

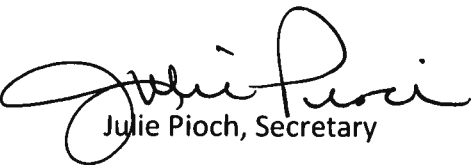
155 Because New Year's Eve and Day fall on Sunday and Monday, the holidays would move to
156 next year on Monday, January 1, and Tuesday, January 2, 2024.

157

158 Motion was adopted.

159

160 Meeting adjourned at 8:13 PM


Julie Pioch, Secretary

Date Approved: 11/21/22