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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING – November 21, 2022**

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.

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

Staff present: Gretchen Evans, Director

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of October 17, 2022. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for October 2022 showing total income of \$510.30 and total expenses of \$76,148.31 for a net income of \$-75,638.01.
- Profit & Loss Budget vs. Actual income and expenses for October 2022.
- Balance sheet as of 10/31/2022 showing total liabilities and equity of \$1,209,986.10.
- A custom summary report of the PPDL Debt Fund showing net income of \$13.70
- Balance sheet as of 10/31/2022 of the PPDL Debt Fund showing total liabilities and equity of \$83,382.27.
- A list of bills to paid for the period of 10/1/2022 to 10/31/2022 with total expenditures to be paid of \$76,148.31. Included in the list were wages of \$33,388.80, fringe benefits of \$6,194.15, and employer's social security and Medicare of \$3,025.69.

A motion was made by Seibert and seconded to pay the bills as presented for the period of 10/1/2022 to 10/31/2022 with total expenditures to be paid of \$76,148.31. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Brian Wiersma, Catey Bolton, Krystal Seibert, Julie Pioch, Jeremy Davison; 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 October. Director Evans is working with a graphic designer to evolve the Paw Paw District Library logo, design new business cards, email signatures and eventually a style guide. Staff met with Strategic planning consultant Amanda Standerfer two times this last month.

46 Director Evans reminded the board that we had not formally adopted the Vision and  
47 Mission statement nor any other aspects of the strategic plan. After board discussion, It  
48 was moved by Bolton and seconded to adopt the following components of the strategic  
49 plan library as follows: The vision statement “your place to learn and connect;” the mission  
50 statement “We are dedicated to strengthening community by providing access to quality  
51 resources and inspiring lifelong learning in a welcoming environment;” and the strategic  
52 direction and goals (aka “the one pager” Build Community Together; Tell the Library’s Story;  
53 Be Future Ready). Motion was adopted.

54

55 **COMMITTEE REPORTS**

56

57 **Buildings and Grounds:** The committee met on November 21 and discussed the heating  
58 system which is getting expensive to repair because of outdated systems, new audio/visual  
59 equipment being investigated by staff, needed roof repairs and a plan for the prairie burn  
60 for next season. They also discussed possible volunteer opportunities for the prairie  
61 maintenance.

62

63 **Personnel & Nominating Committee:** Trustee Seibert presented the 2023 Wage proposal as  
64 prepared by Director Evans. On behalf of the committee Seibert moved the adoption of the  
65 2023 Wage proposal. Motion was adopted with a roll call vote (Yes: Sherry Bennett, Brian  
66 Wiersma, Catey Bolton, Krystal Seibert, Julie Pioch, Jeremy Davison; No: None).

67

68 **Finance:** The committee met in September to review the Director’s recommended budget  
69 which included the 2023 wage proposal. Trustee Bolton presented highlights on behalf of  
70 the committee. It will be on the agenda for approval in December following a properly  
71 noticed public hearing. The committee also reviewed the draft capital improvement plan  
72 (CIP) as proposed by the buildings and grounds committee dated 4-7-2022. The Director and  
73 finance committee recommend that the CIP be sent back to the buildings and grounds  
74 committee to be updated as needed. As discussed by the board, the CIP is a living document  
75 and will be the responsibility of the building and grounds to continue to make reports to the  
76 board on additional capital improvement items with corresponding budget  
77 recommendations. The CIP will be discussed and updated at budget time to define what  
78 amount of money from the fund balance should be set aside to fund capital improvements.  
79 On behalf of the committee, Bolton moved the adoption of the CIP dated 4-7-2022. Motion  
80 passed.

81

82 Business Manager O’Donnell requested the finance committee review our banking options.  
83 The finance committee discussed the pros and cons of continuing current bank practices  
84 which includes using Mercantile bank for most of our funds and PNC for payroll and  
85 recommended moving all funds to one bank. After discussion by the board, it was moved by  
86 Bolton and seconded to transfer all funds to Mercantile Bank and close the PNC account.  
87 Motion was adopted with a roll call vote (Yes: Sherry Bennett, Brian Wiersma, Catey Bolton,  
88 Krystal Seibert, Julie Pioch, Jeremy Davison; No: None).

89

90 **Policy and Bylaws:** Trustee Seibert presented a Remote Work Policy for discussion. On  
91 behalf of the committee Seibert moved the adoption of the following policy:

## Remote Work Policy

“Remote work” is voluntary or required work that is performed at locations other than the Paw Paw District Library (PPDL) building, excluding travel and workshops.

PPDL uses three types of remote work:

A. When determined by ADA regulations to be a reasonable accommodation Remote work as a reasonable accommodation is governed by the Americans with Disabilities Act (ADA) and the State Laws of Michigan.

B. During a system emergency

i. Remote work during an emergency is a temporary way to continue essential library operations and sustain service.

ii. PPDL may require employees to work remotely during an emergency.

iii. To the greatest extent possible during an emergency, the library will arrange remote work accommodations for employees, including access to computer hardware and software to facilitate remote work.

iv. Employees are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to their supervisor.

v. For the purposes of this policy, an “emergency” is determined by the Library Board, the Library Director, or others following the chain of command.

C. As part of a routine remote work agreement

i. All routine remote work schedules and hours must be pre-approved by the Library Director.

ii. The library reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work agreement at any time.

Remote work is not available to all employees or all positions. To be considered for remote work, employees must submit a request to the Library Director. The Library Director is responsible for determining if an employee’s job responsibilities are suited to remote work. Library needs dictate all work schedules.

Remote employees must follow library service and personnel policies including attendance, break schedules, library privacy, data protection, code of conduct, and the library dress code policy when representing the library at meetings that are virtual or otherwise.

Remote work must be noted separately on an employee’s timesheet. The library will compensate employees for remote work at the employee’s normal rate of pay.

Motion was adopted with a roll call vote (Yes: Sherry Bennett, Brian Wiersma, Catey Bolton, Krystal Seibert, Julie Pioch, Jeremy Davison; No: None).

## Board Member Reports

Trustee Seibert received positive feedback about the Wednesday activities.

President Bennett met with the steering committee for Van Buren County Human Services Collaborating Council and Great Start Initiative and the Paw Paw District Library was mentioned as an important partner in the community.

138 President Bennett reminded members that election of officers and committee assignments  
139 will take place at the meeting in January  
140  
141 **New Business**  
142  
143 The Board set a Public Hearing on the budget for December 19 at 7:00 PM.  
144  
145 Meeting adjourned at 8:39 PM



Julie Pioch, Secretary

Date Approved: 12/19/2022