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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
January 16, 2023**

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

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

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

Newly elected board members Miller, Bolton, Wiersma and Bennett were sworn in by Secretary Pioch for the term of 2023 to 2026 by Secretary Pioch

PUBLIC COMMENT

None

MINUTES

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

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for December 2022 showing total income of \$170,661.23 and total expenses of \$128,439.07 for a net income of \$42,222.16.
- Profit & Loss Budget vs. Actual income and expenses for December 2022.
- Balance sheet as of 12/31/2022 showing total liabilities and equity of \$1,219,243.18.
- A custom summary report of the PPDL Debt Fund showing net income of \$19,926.12
- Balance sheet as of 12/31/2022 of the PPDL Debt Fund showing total liabilities and equity of \$103,322.10.
- A list of bills to paid for the period of 12/1/2022 to 12/31/2022 with total expenditures to be paid of \$128,439.07. Included in the list were wages of \$48,933.99 and fringe benefits of \$8,594.18.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 12/1/2023 to 12/31/2023 with total expenditures to be paid of \$128,439.07

The motion was adopted with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. 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 a PPDL Statistics for the month of December.
47 Director Evans presented three versions of the proposed logo. After discussion, the board
48 chose one. Director Evans reported that staff have made progress on implementation of
49 strategic plan activities and provided the board with an overview of strategies for 2023 to
50 2025.

51

52 **COMMITTEE REPORTS**

53

54 **Buildings and Grounds:** The committee met on January 12, 2023. The committee reviewed
55 bids to upgrade and repair the HVAC control systems. Bids were received from Control
56 Solutions, Inc., Control Net Smart Buildings, and Grand Valley Automation, Inc. It is the
57 recommendation of the committee to hire Grand Valley Automation, Inc. After discussion,
58 it was moved by Miller on behalf of the committee to hire Grand Valley Automation, Inc. for
59 \$14,930 to repair and replace the control system. The motion was adopted with a roll call
60 vote (Yes: Sherry Bennett, Julie Pioch, Jeremy Davison, Suzanne Miller, Krystal Seibert,
61 Catey Bolton, Brian Wiersma. No: None).

62

63 The committee also reviewed bids to provide maintenance for the HVAC system. Bids were
64 received from Kalamazoo Mechanical, R.W. LaPine, Inc., and Fleetwood's Mechanical
65 Services. It is the recommendation to hire R.W. LaPine, Inc. After discussion, it was moved
66 by Miller on behalf of the committee to hire RW Lapine, Inc for \$1520 for spring and fall
67 maintenance of the HVAC. The motion was adopted with a roll call vote (Yes: Sherry
68 Bennett, Julie Pioch, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian
69 Wiersma. No: None).

70

71 The committee recommended hiring Randy Counterman of Native Connections to address
72 needs in the prairie and rain garden areas. There was no objection from the board.

73

74 **Personnel and Nominating:** No Report

75 **Finance:** No report

76 **Policy & Bylaws:** No report

77

78 **BOARD MEMBER REPORTS**

79 Trustee Bolton received compliments on the Santa Claus that was at the library.

80

81 **NEW BUSINESS**

82

83 **Election of Officers:** Nominations were taken from the floor and the following officers were
84 elected for 2023: President: Brian Wiersma; Vice President: Sherry Bennett; Secretary: Julie
85 Pioch; Treasurer: Catey Bolton

86

87 **Committee Assignments for 2023:** After discussion, the committee assignments were
88 agreed to as follows:

89 Building and Grounds – Miller, Wiersma, Davison

90 Finance – Bolton, Pioch, Seibert, Finance Director Jenn O'Donnell

91 Personnel and Nominating – Davison, Bolton, Bennett
92 Policy and Bylaws – Pioch, Bennett, Seibert

93

94 **2023 Meeting Schedule:** Pioch moved to adopt the 2023 meeting schedule as the third
95 Monday of the month at 7:00 PM at the Paw Paw District Library with specific dates as
96 follows:

97 January 16, 2023	July 17, 2023
98 February 20, 2023	August 21, 2023
99 March 20, 2023	September 18, 2023
100 April 17, 2023	October 16, 2023
101 May 15, 2023	November 20, 2023
102 June 19, 2023	December 18, 2023

103

104 **Assignment of funds to Capital Improvement Plan (CIP):** After discussion of the purpose of
105 making an assignment to the CIP and the amount of unencumbered funds available in the
106 general fund balance to assign to the CIP, it was moved by Davison and seconded to assign
107 \$100,000 from the fund balance to the capital improvement fund. The motion was adopted
108 with a roll call vote (Yes: Sherry Bennett, Julie Pioch, Jeremy Davison, Suzanne Miller,
109 Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

110

111 The meeting adjourned at 8:11 PM.


Julie Pioch, Secretary

Date Approved: 2/20/2023