| 1        | PAW PAW DISTRICT LIBRARY  |
|----------|---|
| 2        | BOARD OF TRUSTEES MEETING   |
| 3        | April 17, 2023  |
| 4<br>5   | Drosident Brian Wierene colled the regular resorthly resetting of the Dev. Dev. District Lil  |
|          | President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library  |
| 6<br>7   | Board of Trustees to order at 7:00 PM at the Paw Paw District Library.  |
| 8        | Poord mombers property Prior Wierense Charmy Departs Laurense Devices Commune & Ciller  |
| 9        | Board members present: Brian Wiersma, Sherry Bennett, Jeremy Davison, Suzanne Miller, Julie Pioch; Krystal Seibert; Absent excused Catey Bolton.                        |
| 10       | Julie Ploch, Krystal Selbert, Absent excused Catey Bolton.  |
| 11       | Staff present: Gretchen Evans, Director; Denise Freeman, PPDL Library Assistant   |
| 12       | Public in attendance: Jim Miller  |
| 13       | Tubile in attenuance. Jim Willer  |
| 14       | PUBLIC COMMENT  |
| 15       | None  |
| 16       |   |
| 17       | MINUTES   |
| 18       | A motion was made by Bennett and seconded to approve the minutes of the regular   |
| 19       | meeting of March 20, 2023. The motion was adopted.  |
| 20       | ·   |
| 21       | FINANCIAL REPORT  |
| 22       | The monthly financial report included:  |
| 23       | <ul> <li>A custom summary report for March 2023 showing total income of \$237,679.89 and</li> </ul>   |
| 24       | total expenses of \$73,409.85 for a net income of \$164,270.04.   |
| 25       | <ul> <li>Profit &amp; Loss Budget vs. Actual income and expenses for March 2023.</li> </ul>   |
| 26       | <ul> <li>Balance sheet as of 3/31/2023 showing total liabilities and equity of \$1,666,232.28</li> </ul>  |
| 27       | <ul> <li>A custom summary report of the PPDL Debt Fund showing net income of</li> </ul>   |
| 28       | -\$67,406.01.   |
| 29       | <ul> <li>Balance sheet as of 3/31/2023 of the PPDL Debt Fund showing total liabilities and</li> </ul>   |
| 30       | equity of \$86,023.24.  |
| 31       | <ul> <li>A list of bills to paid for the period of 3/1/2023 to 3/31/2023 with total expenditures</li> </ul>   |
| 32       | to be paid of \$73,409.85. Included in the list were wages of \$32,261.24 and fringe  |
| 33       | benefits of \$5,480.46.   |
| 34       |   |
| 35       | A motion was made by Seibert and seconded to pay the bills as presented for the period of   |
| 36       | 3/1/2023 to 3/31/2023 with total expenditures to be paid of \$73,409.85. The motion was   |
| 37       | adopted with a roll call vote (Yes: Krystal Seibert, Sherry Bennett, Julie Pioch, Jeremy  |
| 38       | Davison, Suzanne Miller, Brian Wiersma. No: None).  |
| 39       |   |
| 40       | LIBRARY DIRECTOR REPORT   |
| 41       | Director Evans provided a written report of her activities for the month, an update on  |
| 42<br>43 | library operations and programs and a PPDL Statistics for the month of March.   |
| 43       | The audit report is postponed to the May meeting when the auditor can be present.  Director Evans presented a report on statistics called "Pandomic Comparison" to show |
| 45       | Director Evans presented a report on statistics called "Pandemic Comparison" to show program numbers from 2019 to 2022.   |
| TJ       | או ספו מווו וועווושכו ז ווטווו בטבש נט בטבב.  |

Denise Freeman, PPDL Library Assistant and MEL Services, introduced herself to the board and talked about her history of working at the library and her current duties as MEL "specialist." She has been with PPDL for 22 years.

## **COMMITTEE REPORTS**

**Buildings and Grounds**: The committee attended the March 27 Village of Paw Paw meeting to listen to the Director present information to the village board regarding our prescribed burn.

**Personnel and Nominating:** On behalf of the committee, Trustee Davison presented the director's annual review and indicated that she received high marks and positive feedback from all the directors. It was moved by Seibert and seconded to retain Director Evans based on a successful annual evaluation. Motion passed.

Finance: Audit report will be in May instead of tonight's meeting.

If these changes are adopted the new section 6 will read:

**Policy & Bylaws:** The committee met on March 29 to prepare several recommendations as follows:

On behalf of the committee, Seibert moved to amend the Device Policy & Agreement policy by adding the following sentence:

4. Borrowers who take a hotspot out of the country will be responsible for any resulting charges.

The motion passed.

On behalf of the committee, Seibert moved to amend the PPDL Library Bylaws Article IV. Meetings Section 6., by striking "Speakers must give their name and address and may be asked to limit comments to five minutes. Any organized groups, with several persons wishing to speak on the same topic must give the Board advanced notice of its attendance;" and inserting this sentence at the end: "The library Board will establish and record rules for public comment."

Article IV Meetings. Section 6. Library Board meetings shall be open to the public. Any person who wishes to speak may do so during the "public comments" time. The library board will establish and record rules for public comment.

Trustee Seibert sent notice of this proposed amendment via email to the board members per the bylaws amendment process described in Article IX.

The motion to amend the bylaws was adopted with a roll call vote (Yes: Krystal Seibert, Sherry Bennett, Julie Pioch, Jeremy Davison, Suzanne Miller, Brian Wiersma. No: None).

On behalf of the committee, Seibert moved the adoption of Public Comment Rules for the PPDL Board of Trustees meetings as follows:

The Paw Paw District Library welcomes and encourages comments from members of the public who attend Library Board of Trustee meetings. Pursuant to the requirements of the

92 Open meetings Act, a person is permitted to make a public comment during a meeting 93 under rules established and recorded by the Library Board. 94 95 The agenda for any meeting of the Library Board will include a general comment period 96 for any public comment on any subject relevant to the Library. 97 98 The Board President or presiding officer will determine the order in which speakers will 99 be recognized. Members of the public who wish to speak will provide their name and 100 address. Each speaker will be limited to one three-minute time per meeting. Speakers may 101 not cede time to another speaker. Meeting participants may only speak when specifically 102 recognized by the presiding officer. 103 104 Public comments will be addressed to the Board. Speakers may not breach the peace. 105 Any speaker who becomes abusive in language or behavior or does not follow the 106 guidelines established by the Board, may be declared out of order by the presiding officer 107 and asked to leave the premises. 108 109 If the speaker's comment includes a specific question to the Library Board, the Library 110 Board has no obligation to respond. 111 112 The Library Board may determine, in its sole discretion, how public comments will be 113 summarized in the meeting minutes. Members of the public should not expect the minutes 114 to include verbatim transcripts or details of any individual comment. 115 116 Members of the public are also encouraged to contact the Library during regular business 117 hours to ask questions, raise concerns and request information about Library matters. 118 The motion passed. 119 120 Seibert presented the collection development policy that was adopted 11/15/2021 for 121 discussion. There were no recommendations for revision. 122 123 **BOARD MEMBER REPORTS** 124 Seibert gave kudos to Kayla Dies for working with her son on his merit badge. 125 Bennett reported that the group working on story walks is working with the Van Buren 126 District Library to have them for the community to check out. 127 128 **NEW BUSINESS** 129 There was no new business to come before the board. 130

The meeting adjourned at 8:07 PM.

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Following adjournment, the trustees stayed to watch a 15 minute training video on the relationship between library boards and library friends groups.

Brian Wiersma, President

Date Approved: <u>5/15/23</u>