

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **June 19, 2023**
4

5 President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library
6 Board of Trustees to order at 7:00 PM at the Paw Paw District Library.
7

8 Board members present: Brian Wiersma, Sherry Bennett, Suzanne Miller, Krystal Seibert
9 and Julie Pioch. Members Absent: Catey Bolton, Jeremy Davison
10

11 Staff present: Gretchen Evans, Director; Kyra Dalrymple, Library Assistant
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13 **PUBLIC COMMENT**

14 None
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16 **MINUTES**

17 A motion was made by Miller and seconded to approve the minutes of the regular meeting
18 of May 15, 2023. The motion was adopted.
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20 **FINANCIAL REPORT**

21 The monthly financial report included:

- 22 • A custom summary report for May 2023 showing total income of \$9,767.88 and total
23 expenses of \$71,382.71 for a net income of \$-61,614.83.
- 24 • Profit & Loss Budget vs. Actual income and expenses for May 2023.
- 25 • Balance sheet as of 5/31/2023 showing total liabilities and equity of \$1,642,341.42.
- 26 • A custom summary report of the PPDL Debt Fund showing net income of
27 \$192.22.
- 28 • A list of bills to paid for the period of 5/1/2023 to 5/31/2023 with total expenditures
29 to be paid of \$71,382.71. Included in the list were wages of \$35,214.41 and fringe
30 benefits of \$6,408.55
31

32 A motion was made by Seibert and seconded to pay the bills as presented for the period of
33 5/1/2023 to 5/31/2023 with total expenditures to be paid of \$71,382.71. The motion was
34 adopted with a roll call vote (Yes: Krystal Seibert, Sherry Bennett, Suzanne Miller, Brian
35 Wiersma, Julie Pioch; No: None).
36

37 **LIBRARY DIRECTOR REPORT**

38 Director Evans provided a written report of her activities for the month, an update on
39 library operations and programs and a PPDL Statistics for the month of May.
40

41 Director Evans and Library Assistant Dalrymple provided the board with a report entitled
42 Soapy's Feedback and Ideas, which was a compilation of all the ideas that have come into
43 the library related to the development of the library's vacant property. After discussion of
44 the report, the board decided to begin planning for the new property in July. At the July
45 meeting, they will spend time after the business meeting walking the property to get a feel
46 of the space. Members will bring tape measures.

47 Kyra Dalrymple, Library Assistant gave a verbal introduction of her duties and programs she
48 runs at the library.

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50 **COMMITTEE REPORTS**

51

52 **Buildings and Grounds:** No report

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54 **Personnel and Nominating:** No report

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56 **Finance:** No report

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58 **Policy & Bylaws:** No report

59

60 **BOARD COMMENTS**

61 Trustee Miller attended a training at the Benton Harbor Library with Shirley Bruusma. The
62 topic was What Every Trustee Should Know. She passed out a worksheet with questions
63 that we should all be able to answer about PPDL and asked that members try to complete it
64 for next meeting.

65

66 Trustee Seibert asked that summer reading hours be 20 hours instead of 8 hours.

67

68 **NEW BUSINESS**


69

70 Gretchen Evans reviewed the 2023 L-4029 Form. The general fund amounts are the
71 maximum allowed and the debt fund is .01 percent more than last year. After discussion of
72 the L-4029 form, a motion was made by Pioch and seconded to increase the Library's
73 operating tax millage rate levied on property in 2023 by .0954 mills to 1.6995 mills, to set its
74 2021 Library Building and Site Bond levy to 0.22 subject to a truth in taxation hearing, and
75 that a truth in taxation hearing be set for July 17, at 7:00 PM. The motion passed with a roll
76 call vote (Yes: Krystal Seibert, Sherry Bennett, Suzanne Miller, Brian Wiersma, Julie Pioch;
77 No: None).

78

79 The meeting adjourned at 8:01.

80


Julie Pioch, Secretary

Date Approved: 7/17/23