

1
2
3 **PAW PAW DISTRICT LIBRARY**
4 **BOARD OF TRUSTEES REGULAR MEETING**
5 **August 21, 2023**

6 President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library
7 Board of Trustees to order at 7:01 PM at the Paw Paw District Library.

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

11
12 Staff present: Gretchen Evans, Director

13
14 **PUBLIC COMMENT**

15
16 Jim Miller from Friends of the Library announced the Friends are meeting on August 23 to
17 discuss a possible book sale at the Paw Paw Wine and Harvest Festival.

18
19 **MINUTES**

20 A motion was made by Davison and seconded to approve the minutes of the Truth in
21 Taxation Public Hearing and the regular meeting held July 17, 2023. The motion was
22 adopted.

23
24 **FINANCIAL REPORT**

25 The monthly financial report included:

- 26
- 27 • A custom summary report for July 2023 showing total income of \$49,013.44 and
total expenses of \$77,941.66 for a net income of -\$29,928.22
 - 28 • Profit & Loss Budget vs. Actual income and expenses for July 2023.
 - 29 • Balance sheet as of 7/31/2023 showing total liabilities and equity of \$1,542,478.84.
 - 30 • A custom summary report of the PPDL Debt Fund showing net income of \$5990.34.
 - 31 • A list of bills to paid for the period of 7/1/2023 to 7/31/2023 with total expenditures
32 to be paid of \$77,941.66. Included in the list were wages of \$35,718.70 and fringe
33 benefits of \$6395.15.
- 34

35 A motion was made by Davison and seconded to pay the bills as presented for the period of
36 7/1/2023 to 7/31/2023 with total expenditures to be paid of \$77,941.66. The motion was
37 adopted with a roll call vote (Yes: Krystal Seibert, Sherry Bennett, Suzanne Miller, Brian
38 Wiersma, Julie Pioch, Jeremy Davison; No; None).

39
40 **LIBRARY DIRECTOR REPORT**

41 Director Evans provided a written report of her activities for the month, an update on
42 library operations and programs and a PPDL Statistics for the month of July. The Director
43 asked the board to discuss a personnel issue and suggested it be done in a closed session.

44
45 **COMMITTEE REPORTS**

46

47 **Buildings and Grounds:** No report

48

49 **Personnel and Nominating:** No report

50

51 **Finance:** No report

52

53 **Policy & Bylaws:** The committee met on July 27, 2023 to review a draft Volunteer Policy,
54 volunteer waiver and Library Volunteer application. Trustee Seibert provided an overview of
55 the policy and the committee's recommendation. On behalf of the committee, Seibert
56 moved to adopt the Volunteer Policy and the Library Volunteer Waiver as follows:

57

58

Volunteer Policy

59

The Paw Paw District Library recognizes the great contributions volunteers can make
60 to the library and community. Volunteers help the library expand and enrich its
61 services and provide a vital link to the community it serves.

62

63

Definition of a Volunteer

64

Volunteers are individuals fourteen (14) years of age or older who contribute time
65 and talent to the library without compensation or benefit. Their work supports, but
66 does not replace, the work of paid staff. All volunteers must be accepted by the
67 library before performing assigned tasks.

68

69

Application and Selection

70

Potential volunteers will complete a volunteer application, liability waiver, and
71 consent to a background check before beginning service. If selected, volunteers
72 under eighteen (18) years of age must also complete a work permit. Volunteers are
73 selected for service if their interests and qualifications match the library's current
74 needs. Because opportunities are limited and the library cannot commit to providing
75 a certain number of hours by a certain deadline, the library does not offer
76 opportunities for court-ordered community service. Acceptance of an application is
77 at the library's sole discretion. If selected, volunteers will be contacted for an
78 interview. If not selected, an application will be kept on file for six months.

79

80

Volunteer Opportunities

81

Volunteers give support services to paid staff and provide assistance with special,
82 unusual, or supplemental services and tasks that further the library's mission. Some
83 examples of these tasks are listed below, however, not all opportunities are
84 available at all times.

85

- Straighten shelves
- Dusting and cleaning
- Prepare materials for programs
- Work at special events
- Weeding grounds

86

87

88

89

90

91

Volunteering at the library

92 Volunteers are recognized by the public as representatives of the Paw Paw District
93 Library and are expected to present a positive image and follow all library policies
94 and procedures. Volunteers' dress should be appropriate for a business environment
95 and the tasks assigned.

96 All work performed by volunteers is supervised by library staff. Volunteer schedules
97 depend on the availability of work and staff to supervise. The library will provide
98 training to prepare volunteers to perform their duties. Volunteers are expected to
99 adhere to an agreed upon schedule, check in with the library supervisor at the
100 beginning of their shift, and record their time worked.

101 **Confidentiality**

102 The Paw Paw District Library adheres to the Library Privacy Act, PA 455 of
103 1982. Volunteers will not work at the Circulation Desk or perform tasks
104 involving patron records; however, they may witness protected activities
105 while working in the library. All transactions, including information about
106 material looked at, asked for, or checked out, and reference questions, are
107 strictly confidential. Failure to maintain the confidentiality of patrons' use of
108 the library will result in immediate termination of the volunteer.

109

110 **Friends of the Library**

111 The Friends of the Library also offers ways for community members to support the
112 library. This policy does not apply to Friends' activities. The Friends of the Library is a
113 separate organization with its own rules and policies. Individuals who wish to
114 volunteer at a Friends' book sale or other Friends' activity should contact the Friends
115 directly.

116

117 **Termination**

118 Nothing in this policy creates a contract between the volunteer and the Paw Paw
119 District Library. Volunteers can be released from volunteer duties at any time at the
120 discretion of the library.

121

122 **Volunteer Waiver**

123 I affirm that the statements made in this volunteer application are true and correct.
124 I offer my services to Paw Paw District Library without expectation of compensation.
125 I understand I am not entitled to any of the benefits of employment, including
126 worker's compensation.

127 I understand that not all volunteer tasks are available at all times. Library needs
128 dictate the availability of opportunities.

129 I understand the library reserves the right to accept or reject any volunteer
130 applications.

131 I agree to follow all directions, procedures, and policies of the Paw Paw District
132 Library as I perform volunteer services for the library.

133 I assume all risk for my volunteer activities. I agree to release, indemnify and hold
134 harmless the Paw Paw District Library against any and all liability, claims, suits,
135 losses, cost, and legal fees caused by, arising from the services I provide to Paw Paw
136 District Library. I understand and acknowledge that this Release discharges the
137 library from any liability or claim that I may have with respect to bodily injury,

138 personal injury, illness, death, or property damage that may result from the
139 volunteer services I am providing.

140
141 The policy and waiver were adopted with a roll call vote. (Yes: Krystal Seibert, Sherry
142 Bennett, Suzanne Miller, Brian Wiersma, Julie Pioch, Jeremy Davison; No; None).

143
144 **BOARD COMMENTS**

145 Trustee Davison reported that book vending machines have been delivered to the Paw Paw
146 Early and Later Elementaries and will be revealed at the beginning of the school year open
147 houses this week. Donations for books are welcome.

148
149 Trustee Bennett announced that the Van Buren County Great Start Collaborative is receiving
150 funding (\$50,000) from the State of Michigan to get educational materials in the hands of
151 at-risk youth to promote literacy.

152
153 **NEW BUSINESS**

154
155 Closed Session: It was moved by Pioch and seconded to go into closed session pursuant to
156 MCL Section 15.267 to discuss a personnel matter. Motion was adopted with a roll call vote
157 (Yes: Krystal Seibert, Sherry Bennett, Suzanne Miller, Brian Wiersma, Julie Pioch, Jeremy
158 Davison; No; None). The board moved into a closed session at 7:40 PM

159
160 President Wiersma reconvened the meeting in open session at 7:47 PM.

161
162 Property Development Work Session: The board discussed property development by
163 looking at a map of the property. Ideas for the scale and scope of the project were
164 mentioned as well as ideas for what student or professional help might be needed to move
165 ideas forward. Discussion will continue next month.

166
167 The meeting adjourned at 8:27

168
169



Julie Pioch, Secretary

Date Approved: 9/18/23