

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **January 15, 2024**
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, Jeremy Davison, Suzanne Miller, Krystal Seibert,
9 Catey Bolton, Julie Pioch Absent: Sherry Bennett

10
11 Staff present: Gretchen Evans, Director
12

13 Public in attendance: Jim Miller
14

15 **PUBLIC COMMENT**

16 Jim Miller spoke on behalf of the Friends of the Library. The Friends next meeting will be
17 January 24th at 4:00 at the Library. They will meet every other month on the 4th Wednesday
18 of the month January through November.
19

20 **MINUTES**

21 A motion was made by Davison and seconded to approve the minutes of the regular
22 meeting of December 18, 2023. The motion was adopted.
23

24 **FINANCIAL REPORT**

25 The monthly financial report included:

- 26 • A custom summary report for December 2023 showing total income of \$31,904.35
27 and total expenses of \$73,775.89 for a net income of -\$41,871.54.
- 28 • Profit & Loss Budget vs. Actual income and expenses for December 2023.
- 29 • Balance sheet as of 12/31/2023 showing total liabilities and equity of \$1,277,094.47.
- 30 • A custom summary report of the PPDL Debt Fund showing net income of
31 \$3,162.06
- 32 • Balance sheet as of 12/31/2023 of the PPDL Debt Fund showing total liabilities and
33 equity of \$78,931.08.
- 34 • A report on Paw Paw District Library T-Bill Gains and Losses.
- 35 • A list of bills to paid for the period of 12/1/2023 to 12/31/2023 with total
36 expenditures to be paid of \$73,775.89. Included in the list were wages of \$31,435.33
37 and fringe benefits of \$5,557.26.
38

39 A motion was made by Seibert and seconded to pay the bills as presented for the period of
40 12/1/2023 to 12/31/2023 with total expenditures to be paid of \$73,775.89.

41 The motion was adopted with a roll call vote (Yes: Julie Pioch, Jeremy Davison, Suzanne
42 Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).
43

44 **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

48 **COMMITTEE REPORTS**

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50 **Buildings and Grounds:** No Report

51 **Finance:** No report

52 **Personnel and Nominating:** No Report

53 **Finance:** No report

54

55 **Policy & Bylaws:**

56

57 On behalf of the committee Member Seibert moved to affirm the Library Bill of Rights as
58 written by the American Library Association (January 29, 2019) and to review this document
59 an annual basis. The motion was adopted.

60

61 On behalf of the committee Member Seibert moved to affirm the Freedom to Read
62 Statement as written by the American Library Association (June 30, 2004) and to review this
63 statement on an annual basis. The motion was adopted.

64

65 On behalf of the committee Member Seibert moved to affirm the Freedom to View
66 Statement as endorsed by the American Library Association (January 10, 1990) and to
67 review this statement on an annual basis. The motion was adopted.

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69 On behalf of the committee, Member Seibert moved the adoption of the revised Collection
70 Development Policy (draft 12-31-23). As follows:

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72

COLLECTION DEVELOPMENT POLICY

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Purpose

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The Collection Development Policy guides library staff and informs the public about the
75 principles upon which collection development decisions are based. Basic to this policy are
76 the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to*
77 *View* statements, as affirmed by the Paw Paw District Library Board of Trustees.

78

79

Philosophy

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Paw Paw District Library strives to select, organize, and provide access to a collection of
81 materials to support the informational, educational, cultural, and recreational needs of all
82 people in the community it serves. Following the principles of the *Library Bill of Rights*, the
83 Library will select materials reflecting a variety of interests, viewpoints, ages, educational
84 and reading levels, and cultural backgrounds of all patrons, including minority populations.
85 Selection will not be restricted because a work may be controversial, unorthodox, or
86 unacceptable to others. Paw Paw District Library and its Board are committed to upholding
87 patrons' right to privacy, freedom to read and access to information. The Library will not
88 ban or censor any material.

89

90

Responsibility

91 The Library Board has the authority to select materials and to delegate that authority to the
92 Library Director. The Library Board has delegated that authority to the Library Director and
93 the Director's designated staff. Any library materials selection should be treated as if they
94 were selected by the Library Board.

95

96 **Access-to Materials**

97 The Library provides equal access to all library materials for all library users. Access to
98 materials will not be restricted based on patron age. Parents or legal guardians have the
99 right and responsibility to determine what is appropriate for their own children. The Library
100 does not have the right to act *in loco parentis* (in place of the parent). Therefore, a parent
101 who chooses to restrict the materials their children select must accompany those children
102 when they use the collection to impose those restrictions. The Library will not use rating
103 systems to inhibit a minor's access to materials.

104

105 **General Principles for Selection**

106 Because of budget and space limits, the Library cannot acquire all the materials that the
107 community would need or want. The Library's goal in selection is to develop a well-
108 balanced, up-to-date collection representing general interest and broad areas of knowledge
109 to cultivate the greatest use of Library resources. The following criteria will be used to
110 evaluate potential purchases or donations:

111

- 111 • Current and anticipated demand
- 112 • Review from a professional publication such as *Book Page*, *Booklist*, *Horn Book*,
113 *Kirkus*, *Library Journal*, *School Library Journal*, *New York Times Book Review*, and
114 *Publishers Weekly*.
- 115 • Creative, literary, or technical merit
- 116 • Accurate, up-to-date, and impartial content or content where the bias is clearly
117 stated
- 118 • Authority and reputation of the author, creator, or publisher
- 119 • Suitability for the intended audience
- 120 • Suitability of physical form for library use
- 121 • Cost and availability
- 122 • Relation to items already in the collection
- 123 • Local or regional interest or significance
- 124 • Availability of similar items from other libraries

125

126 Additionally:

127

- 127 • Not all selection criteria may apply equally to all content and formats.
- 128 • Materials will be judged in their entirety and not by selected passages or scenes.
- 129 • Selection will not be restricted because of a creator's origin, race, religion, age,
130 background, sex, sexual orientation, gender identity, or views.
- 131 • The Library will not purchase textbooks or school curricula.
- 132 • Material by local authors must meet the criteria for selection.

133

134 **Selection Process**

135 Library staff uses professional training, experience, data, reviews, award and bestseller lists,
136 publisher catalogs, media promotions, and patron requests and recommendations to aid
137 selection.

138

139 **Suggestions for Purchase**

140 The Library welcomes patrons' suggestions for new purchases and provides a form for this
141 purpose at the Circulation Desk. All suggestions for purchase are subject to the same
142 selection criteria as other materials. Materials that are purchased will be placed on reserve
143 for the requesting patron. If the Library cannot purchase a requested item, an effort will be
144 made to borrow the item through interlibrary loan for the patron.

145

146 **Controversial Materials**

147 Paw Paw District Library has a responsibility to serve the entire community. The Library
148 recognizes that because its collection reflects the wide-ranging interests, perspectives, and
149 values present in the community, it contains material that some may find offensive or
150 controversial. The presence of an item in the collection does not indicate an endorsement
151 of its content by the Paw Paw District Library. Selections will be made solely on the merits
152 of the work in relation to the selection criteria and not on the basis of any anticipated
153 approval or disapproval by individuals or groups.

154

155 The Library distinguishes between materials that are controversial and those that may be
156 illegal, such as materials that are obscene. The Constitutions of the United States and the
157 State of Michigan, the laws of the United States, the State of Michigan, and the community
158 which the Library serves will also guide staff in the selection of all materials.

159

160

161 **Gifts and Donations**

162 The Library encourages gifts and donations. Donated material becomes the sole property of
163 the Library. The Library will not accept any material on the condition that it be returned to
164 the donor if not added to the collection. Donated materials that do not meet the criteria for
165 selection are given to the Friends of the Paw Paw District Library, donated to other
166 organizations, or recycled. The Library does not evaluate or appraise gift materials for tax
167 purposes.

168 **Special Collections**

169 **Beyond Books Collection**

170 The Library maintains a collection of circulating, non-traditional objects to provide patrons
171 with diverse opportunities for learning and engagement. In addition to the standard
172 selection criteria, special criteria for the Beyond Books Collection will include trends,
173 accessibility, safety, and relation to library programming.

174

175 **Digital Resources Collection**

176 The Library provides some digital resources through its website. In addition to the standard
177 selection criteria, special selection criteria for digital resources include ease of use,
178 uniqueness of content, technology requirements, vendor reputation and customer service.

179

180 **Local History Collection**

181 The Library maintains a collection of non-circulating material related to the history of the
182 Paw Paw community. The guidelines for this collection are outlined in the Local History
183 Room Policy.

184

185 **Maintenance**

186 The Library continuously evaluates the collection to ensure its usefulness and relevance to
187 the community. Materials may be removed due to poor condition, lack of circulation, space
188 limitations, or when they no longer meet the selection criteria. Material that is removed
189 from the collection will be given to the Friends of the Paw Paw District Library, donated to
190 other organizations, or recycled.

191

192 **Reconsideration of Library Materials**

193 The Library will reconsider any material in its collection through the following procedure:

194

195 • A patron who wants the Library to reconsider an item in its collection will be given a
196 copy of PPDL's Request for Reconsideration of Library Materials form, Collection
197 Development Policy, and *Library Bill of Rights, Freedom to Read, and Freedom to*
198 *View* statements.

199

200 • A patron should submit the completed Request for Reconsideration of Library
201 Materials form to the Library Director. A separate form must be used for each item
202 of concern.

203

204 • The Library Director and staff will review the patron's concerns and consider the
205 patron's request.

206

207 • The Library Director will reach a decision and notify the patron within 90 days of
208 receipt of the form.

209

210 • If the patron is unsatisfied with the Library Director's decision, they may appeal to
211 the Paw Paw District Library Board of Trustees in writing.

212

213 • The material in question will remain in the collection until a final determination is
214 made.

215

216 • The Board of Trustees will discuss the request at their next regular meeting. If the
217 patron who made the request is not in attendance, the Board President will notify
218 the patron in writing of the Board's decision.

219

220 • The decision of the Paw Paw District Board of Trustees is final.

221

222 Adopted November 15, 2021, revised January 15, 2024

223

224

225 This version will replace the version adopted November 15, 2021. Motion was adopted with
226 a roll call vote (Yes: Julie Pioch, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey
227 Bolton, Brian Wiersma. No: None).

228

229 **Committee of the whole regarding Soapy's property:** Discussion included a feasibility study
230 or taking other measures to get started with design process. Director Evans will contact
231 other libraries to see how they got started with their building projects.

232

233 **NEW BUSINESS**

234

235 **Election of Officers:** A motion was made by Pioch and seconded to adopt the slate of
236 officers as presented by the Nominations Committee as follows: President, Brian Wiersma;
237 Vice President: Sherry Bennett; Secretary: Julie Pioch; Treasurer: Catey Bolton.

238

239 **Committee Assignments for 2023:** After discussion, committee assignments for 2024 were
240 approved as follows:

241 Building and Grounds – Miller, Wiersma, Davison

242 Finance – Bolton, Pioch, Seibert, Finance Director O'Donnell

243 Personnel and Nominating – Davison, Bolton, Bennett

244 Policy and Bylaws – Pioch, Bennett, Seibert

245

246 **2024 Meeting Schedule:** A motion was made by Pioch and seconded to adopt the 2024
247 meeting schedule as the third Monday of the month at 7:00 PM at the Paw Paw District
248 Library as follows: January 15, 2024, February 19, 2024, March 18, 2024, April 15, 2024,
249 May 20, 2024, June 17, 2024, July 15, 2024, August 19, 2024, September 16, 2024, October
250 21, 2024, November 18, 2024, December 16, 2024.


251 Motion adopted.

252

253 **Assignment of funds to Capital Improvement Plan (CIP):** After discussion of the purpose of
254 making an assignment to the CIP and the amount of unencumbered funds available in the
255 general fund balance to assign to the CIP, it was moved by Seibert and seconded to assign
256 \$100,000 from the fund balance to the capital improvement fund. The motion was adopted
257 with a roll call vote (Yes: Julie Pioch, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey
258 Bolton, Brian Wiersma. No: None).

259

260 The meeting adjourned at 7:52 PM.


Julie Pioch, Secretary

Date Approved: 2/19/24