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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
February 19, 2024**

President Brian Wiersma 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: Brian Wiersma, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Julie Pioch; Absent: Sherry Bennett

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

**PUBLIC COMMENT**

Jim Miller spoke on behalf of the Friends of the Library who are pleased to be working together with library leadership to update website and coordinator social media posts.

**MINUTES**

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of January 15, 2024. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for January 2024 showing total income of \$448,132.96 and total expenses of \$62,085.04 for a net income of \$386,047.92.
- Profit & Loss Budget vs. Actual income and expenses for January 2024.
- Balance sheet as of 1/31/2024 showing total liabilities and equity of \$1,651,243,46.
- A custom summary report of the PPDL Debt Fund showing net income of \$57,263.50.
- Balance sheet as of 1/31/2024 of the PPDL Debt Fund showing total liabilities and equity of \$136,194.58.
- A report on Paw Paw District Library T-Bill Gains and Losses.
- A list of bills to paid for the period of 1/1/2024 to 1/31/2024 with total expenditures to be paid of \$62,085.04. Included in the list were wages of \$33,565.08 and fringe benefits of \$6,295.84.

A motion was made by Davidson and seconded to pay the bills as presented for the period of 1/1/2024 to 1/31/2024 with total expenditures to be paid of \$62,085.04.

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

46 **LIBRARY DIRECTOR REPORT**

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48 Director Evans provided a written report of her activities for the month, an update on  
49 library operations and programs, and a PPDL Statistics report for the month of January. She  
50 distributed copies of the 2023 Annual Report to the board and will have them available in  
51 the library. She announced that the 2024 Public Library Association Conference will be in  
52 Columbus, OH, so she will send three staff to the conference to obtain outstanding  
53 professional development.

54

55 Director Evans reported that the PPDL has applied for E-rate funding, which is a federal  
56 program that reimburses schools and libraries for telecommunications services. To comply  
57 with the reimbursement process, it was moved by Seibert and seconded to affirm the  
58 library's Computer and Internet Policy as adopted on July 18, 2022, which includes the  
59 requirement of technology protection measures (filters) on all library internet connections;  
60 that filters are in use at the library on the network level; and that all public and staff  
61 connections are filtered. The motion was adopted.

62

63 **COMMITTEE REPORTS**

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65 **Buildings and Grounds:** No Report

66 **Finance:** No report

67 **Personnel and Nominating:** No Report

68 **Finance:** No report

69 **Policy & Bylaws:** No report

70

71 **Committee of the whole regarding Soapy's property:** Director Evans is still reaching out to  
72 other libraries. Pioch referenced developing an RFP for a charrette to be included with a  
73 design proposal when we are ready to send one out for assistance with the project.

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75 **BOARD MEMBER REPORTS**

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77 Seibert commented on a recent book club experience. Bolton reported that she  
78 participated in an ALA webinar.

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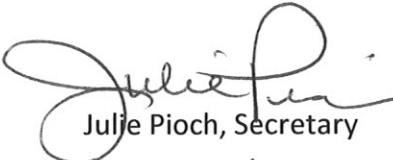
80 There was no unfinished or new business to be acted upon by the board.

81

82 The meeting was adjourned by Chair Wiersma at 7:45 PM.

83

84 *Board members stayed to watch a 10-minute video on Board Self Evaluation by the*  
85 *American Library Association.*

  
Julie Pioch, Secretary

Date Approved: 3/18/24