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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
March 18, 2024**

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

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

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

**PUBLIC COMMENT**

Jim Miller spoke on behalf of the Friends of the Library. The next meeting is March 27 at 4:00 PM at the PPDL. The agenda will include the May Book Sale and a traveling book cart. The next used book drop off is April 1<sup>st</sup> from 3 to 4:30 PM at Look Sharp Marketing.

**MINUTES**

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of February 19, 2024. The motion was adopted.

**AUDIT REPORT**

The Paw Paw District Library 2023 Financial Audit report was presented by Jeff Rood from Siegfried, Crandall, PC. Mr. Rood commented that the library's business manager provided well prepared reports. Income increased in 2023, expenditures were comparable to previous year. There is an appropriate fund balance in the debt fund and consistent general fund balance from previous years. Overall, the audit showed that the library is financially healthy.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for February 2024 showing total income of \$368,258.59 and total expenses of \$73,273.37 for a net income of \$294,985.22.
- Profit & Loss Budget vs. Actual income and expenses through February 2024.
- Balance sheet as of 2/29/2024 showing total liabilities and equity of \$1,946,228.68.
- A custom summary report of the PPDL Debt Fund showing net income of \$46,768.56.
- Balance sheet as of 2/29/2024 of the PPDL Debt Fund showing total liabilities and equity of \$182,963.14.

- 46       • Report of T-Bill maturity date and yield October 2023 through March 7, 2024.  
47       • A list of bills to paid for the period of 2/1/2024 to 2/29/2024 with total expenditures  
48       to be paid of \$73,273.37. Included in the list were wages of \$36,438.00 and fringe  
49       benefits of \$6,644.12.  
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51       A motion was made by Davidson and seconded to pay the bills as presented for the period  
52       of 2/1/2024 to 2/29/2024 with total expenditures to be paid of \$73,273.37. The motion was  
53       adopted with a roll call vote (Yes: Julie Pioch, Jeremy Davison, Suzanne Miller, Sherry  
54       Bennet, Catey Bolton, Brian Wiersma. No: None).  
55

56       **LIBRARY DIRECTOR REPORT**  
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58       Director Evans provided a written report of her activities for the month, an update on  
59       library operations and programs and a PPDL Statistics for the month of February. Director  
60       Evans engaged the board in a conversation about goals and activities in year two of the  
61       strategic plan and asked the board members to attend public meetings on behalf of the  
62       library.  
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64       **COMMITTEE REPORTS**  
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66       **Buildings and Grounds:** No Report

67       **Finance:** No report

68       **Personnel and Nominating:** No Report

69       **Finance:** No report

70       **Policy & Bylaws:** No report  
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72       **Committee of the whole:** Discussion about property development. Director Evans is going  
73       to prepare a draft RFP for design firms for April meeting.  
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75       **NEW BUSINESS**  
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77       **2023 Audit:** It was moved by Pioch and seconded to adopt the PPDL Financial Audit report  
78       and recommendations for year ending December 31, 2023 as prepared by Siegfried,  
79       Crandall, PC. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne  
80       Miller, Julie Pioch, Catey Bolton, Jeremy Davison, Brian Wiersma No: None).  
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82       The meeting was adjourned by Chair Wiersma at 8:04 PM.  
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84       .

  
Julie Pioch, Secretary

Date Approved: 4/15/24