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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
April 15, 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, Suzanne Miller, Catey Bolton, Julie Pioch; Krystal Seibert, Sherry Bennett arrived at 7:12; Absent: Jeremy Davison

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

PUBLIC COMMENT

Jim Miller provided an update on behalf of the Friends of the Library.

MINUTES

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of March 18, 2024. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for March 2024 showing total income of \$124,995.41 and total expenses of \$91,134.90 for a net income of \$33,860.51.
- Profit & Loss Budget vs. Actual income and expenses through March 2024.
- Balance sheet as of 3/31/2024 showing total liabilities and equity of \$1,980,089.19.
- A custom summary report of the PPDL Debt Fund showing net income of \$-85,228.44.
- Balance sheet as of 3/31/2024 of the PPDL Debt Fund showing total liabilities and equity of \$97,734.70.
- Report of T-Bill maturity date and yield October 2023 through March 2024.
- A list of bills to paid for the period of 3/1/2024 to 3/31/2024 with total expenditures to be paid of \$91,134.90. Included in the list were wages of \$36,422.22 and fringe benefits of \$6,600.92.

A motion was made by and seconded to pay the bills as presented for the period of 3/1/2024 to 3/31/2024 with total expenditures to be paid of \$91,134.90. The motion was adopted with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert; No: None).

LIBRARY DIRECTOR REPORT

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

COMMITTEE REPORTS

Buildings and Grounds: Met on April 9th to discuss rain garden maintenance. They set a maximum budget of \$600 to purchase native plants for replanting the garden and a budget of \$1800 to purchase pavers from Native Connections. They also reviewed painting bids for exterior areas of the building. Bids were received from WOW 1 Day Painting for \$2570.30; Bates Enterprise, Inc for \$2340 (plus \$1755 for second coat); and Morton Decorating for \$1500. The committee recommended going with WOW 1 Day Painting for consistency and proven track record.

Finance: No report

Personnel and Nominating: No Report

Finance: No report

Policy & Bylaws: No report

Committee of the whole: Director Evans prepared a draft "Request for Qualifications" for architecture companies for the outdoor library space project. The board suggested minor edits. It was moved by Seibert and seconded to approve the Request for Qualifications as amended and for Director Evans to send it out with a deadline of June 3, 2024. The Motion was adopted.

President Wiersma brought a calendar of all of the community meetings in the area and made assignments for board members to attend the meetings on behalf of the library over the next few months.

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



Brian Wiersma, President

Date Approved: 5/20/2024