

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **May 20, 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, Catey Bolton, Jeremy Davison, Krystal Seibert,
9 Sherry Bennett, Suzanne Miller, Absent: Julie Pioch
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' sold the Library's old
17 computers at their book sale and made a nice profit. The next Friends meeting is
18 Wednesday, July 24, at 4 pm.
19

20 **MINUTES**

21 A motion was made by Miller and seconded to approve the minutes of the regular meeting
22 of April 15, 2024. The motion was adopted.
23

24 **FINANCIAL REPORT**

25 The monthly financial report included:

- 26 • A custom summary report for April 2024 showing a total income of \$56,629.93 and
27 total expenses of \$76,766.72 for a net income of -\$20,136.79.
- 28 • Profit & Loss Budget vs. Actual income and expenses for April 2023.
- 29 • Balance sheet as of 04/30/2024 showing total liabilities and equity of \$1,959,952.40
- 30 • A custom summary report of the PPDL Debt Fund showing net income of
31 \$4,438.07
- 32 • Balance sheet as of 04/30/2024 of the PPDL Debt Fund showing total liabilities and
33 equity of \$102,172.77.
- 34 • A report on Paw Paw District Library T-Bill Gains and Losses.
- 35 • A list of bills to be paid for the period of 04/01/2024 to 04/30/2024 with total
36 expenditures to be paid of \$76,766.72. Included in the list were wages of \$36,879.91
37 and fringe benefits of \$6,644.12.
38

39 A motion was made by Bolton and seconded to pay the bills as presented for the period of
40 04/1/2024 to 04/30/2024, with total expenditures to be paid of \$76,766.72.

41 The motion was adopted with a roll call vote (Yes: Sherry Bennett, 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 PPDL Statistics for the month of April. She distributed a
47 plan for library operations during her absence.

48

49 **COMMITTEE REPORTS**

50 **Buildings and Grounds:** Miller reported that more pollinators were planted on the grounds
51 with the help of staff and volunteers.

52 **Finance:** No report

53 **Policy & Bylaws:** No meeting. Seibert suggested it may be necessary to change the Circulation
54 Policy if the problem with automatic renewals is not resolved. Evans will report back.

55 **Personnel & Nominating:** The committee met on May 11 to review employee hours and
56 benefits and discuss adding long-term disability insurance. The committee suggests holding
57 a board and staff member meet and greet after a Wednesday staff meeting to help
58 members get to know each other. Evans will follow-up with a date.

59

60 On behalf of the committee, Member Bennett moved the adoption of a revision to the
61 Benefits section of the Employee Handbook (draft 05-11-2024). The motion was adopted.

62

63 **BENEFITS**

64 **Paid Vacation Time Allowed ("week" = work week)**

65

	90 days – year 1	Year 2, 3, 4	Year 5, 6	Year 7
Director	2 weeks	3 weeks	4 weeks	1 day/year 5 weeks max.
Full-time	1 week	2 weeks	3 weeks	1 day/year 4 weeks max.
Part-time	1 week	2 weeks	1 day/year 4 weeks max.	
Restricted	--	--	--	--

66

67 **Personal Days**

68 Full-time employees will be credited with four paid personal days per year
69 provided the following requirements are met:

- 70 a. The employee has completed 90 days of employment with the Library.
- 71 b. The request is submitted to the Director for approval three days in
72 advance (except in emergencies).
- 73 c. A minimum of a half-day is requested.

74 Part-time employees will receive two personal days per year, providing the
75 requirements above are met.

76 **Overtime**

77 Full-time non-exempt employees are encouraged to work their scheduled
78 hours and not to exceed 40 hours within a workweek. Employees must receive
79 pre-approval from the Director before they exceed 40 hours in a workweek.

80 Compensatory time at the rate of one and a half hours for every hour worked
81 will be given to employees in lieu of overtime. If the compensatory time is not
82 used within one month, the employee will receive time and a half overtime
83 pay. However, this is strongly discouraged for bookkeeping and budgetary
84 purposes.

85 **Jury Duty**

86 Full-time employees called for jury or witness duty will be granted leave with pay.

87 **Unpaid leave**

88 After paid time off benefits are depleted, employees may request leave without
89 pay as necessary to fulfill other obligations. Advance arrangements must be
90 made with the Director. See also Family Medical Leave Act Policy.

91 **Bereavement Leave**

92 A full-time employee is allowed a maximum of 3 consecutive days' absence and
93 part-time employees 2 scheduled workdays upon the death of members of the
94 immediate family.

95 Members of the immediate family shall constitute child, parent (including step,
96 foster, and in-law), brother, sister, spouse, grandparents, (including in-law),
97 grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt or
98 uncle. Additional days without pay may be granted by the Director, upon request,
99 to take care of usual travel requirements or personal matters in connection with
100 the above bereavement.

101 **Monetary Fringe Benefits**

102 The Paw Paw District Library will pay a monetary fringe benefit to full-time employees at
103 hire. An employee's monetary fringe benefit is 27% of their salary. It may be used to pay
104 for part or all of the employee's choice of a generally recognized fringe benefit or taken
105 as cash in lieu.

106 This will replace the version of the Employee Handbook adopted on November 15, 2021.
107 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Suzanne
108 Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

109
110 On behalf of the committee, Member Bennett moved to change Julie Smith's employment
111 status from part-time to full-time. The motion was adopted.

112
113 On behalf of the committee, Member Bolton moved to continue to pay Director Evans'
114 salary for a year from today's date if her paid time off runs out. The motion was adopted
115 with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Suzanne Miller, Krystal Seibert,
116 Catey Bolton, Brian Wiersma. No: None).

117
118 **Committee of the whole regarding Soapy's property:** Responses to the Library's RFQ will be
119 discussed at the June meeting.

120
121 **Board Members Reports:** Bolton shared her experience attending the Lawrence Township
122 Board meeting. Davison shared the new date for the school board meeting. Miller and
123 Wiersma asked Evans to contact the Almena Township Board before they visit.

124

125 Miller will be interviewed for the next Friends newsletter.

126

127 **NEW BUSINESS**

128

129 **2024 Millage:** Motion by Bolton to increase the Library's operating tax millage rate levied
130 on property in 2024 by .0816 mills to 1.6866 mills, to set its 2021 Library Building and Site
131 Bond levy to 0.19 subject to a truth in taxation hearing, and that a truth in taxation hearing
132 be set for July 15, 2024, at 6:55 pm. The motion was adopted with a roll call vote (Yes:
133 Sherry Bennett, Jeremy Davison, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian
134 Wiersma. No: None).

135

136 The meeting adjourned at 8:05 PM.



Julie Pioch, Secretary

Date Approved: 7/15/24