

1 **PAW PAW DISTRICT LIBRARY**  
2 **BOARD OF TRUSTEES MEETING**  
3 **June 17, 2024**  
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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.

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8 Board members present: Brian Wiersma, Suzanne Miller, Catey Bolton, Julie Pioch, Krystal  
9 Seibert, Sherry Bennett and Jeremy Davison

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11 Staff present: Jennifer O'Donnell

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13 **PUBLIC COMMENT - None**

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15 **MINUTES**

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17 A motion was made by Bolton and seconded to approve of the regular meeting of May 20,  
18 2024 as amended. The motion was adopted.

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20 **FINANCIAL REPORT**

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22 The monthly financial report included:

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- 24 • A custom summary report for May 2024 showing total income of \$10,202.01 and  
total expenses of \$99,319.75 for a net income of -\$89,117.74.
  - 25 • Profit & Loss Budget vs. Actual income and expenses through May 2024.
  - 26 • Balance sheet as of 5/31/2024 showing total liabilities and equity of \$1,870,834.66.
  - 27 • A custom summary report for May, 2024 of the PPDL Debt Fund showing net income  
28 of \$177.78
  - 29 • Balance sheet as of 5/31/2024 of the PPDL Debt Fund showing total liabilities and  
30 equity of \$102,350.55.
  - 31 • Report of T-Bill maturity date and yield October 2023 through May 2024.
  - 32 • A list of bills to paid for the period of 5/1/2024 to 5/31/2024 with total expenditures  
33 to be paid of \$99,319.75. Included in the list were wages of \$55,281.51 and fringe  
34 benefits of \$9,136.98.
- 35

36 A motion was made by Seibert and seconded to pay the bills as presented for the period of  
37 5/1/2024 to 5/31/2024 with total expenditures to be paid of \$99,319.75. The motion was  
38 adopted with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Catey Bolton, Brian Wiersma,  
39 Krystal Seibert, Sherry Bennett, Jeremy Davison; No: None).

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41 **LIBRARY DIRECTOR REPORT**

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

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46 **COMMITTEE REPORTS - None**

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48 **Board Member Reports:**

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50 Trustee Seibert reported on her visit to Antwerp Township

51 Trustee Miller and Chair Wiersma reported on their visit to Alma Township

52 Trustee Bennett reported on her visit to Paw Paw Township

53 Trustees Bennett and Pioch reported on their visit to the DDA

54 Trustee Davison reported on his visit to Waverly Township

55 Trustee Bolton reported on her visit to Community Mental Health

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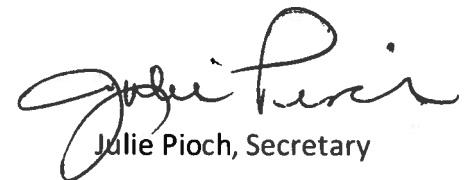
57 **New Business**

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59 The board reviewed the two responses to the "Request for Qualifications" for architecture  
60 companies for the outdoor library space project from C2AE and Abonmarche. The proposals  
61 included good information about qualifications and past projects but was lacking on details  
62 related to public engagement for the design component of the project. Nothing was  
63 specifically outlined about a charrette design process. Therefore, the board would like more  
64 information about how each would engage the community to design the project, and what  
65 methods they have found successful. If the companies would like to present to the board on  
66 their process at the July or August meetings via zoom that would be helpful. Each had  
67 several local references and thus will check the references before deciding next steps.

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69 The meeting was adjourned by Chair Wiersma at 7:58 PM.



Julie Pioch, Secretary

Date Approved: 7/15/24