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3 **PAW PAW DISTRICT LIBRARY**  
4 **BOARD OF TRUSTEES MEETING**  
5 **August 19, 2024**

6 President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library  
7 Board of Trustees to order at 7:00 PM at the Paw Paw District Library.

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

11  
12 Staff Present: Jennifer O'Donnell, Gretchen Evans via Zoom  
13

14  
15 **PUBLIC COMMENT**

16 None  
17

18 **MINUTES**

19 A motion was made by Bennett and seconded to approve the regular meeting minutes of  
20 July 15, 2024. The motion was adopted.  
21

22 **FINANCIAL REPORT**

23 The monthly financial report included:

- 24 • A custom summary report for July 2024 showing total income of \$17,297.03 and  
25 total expenses of \$88,202.44 for a net income of -\$70,905.41
- 26 • Profit & Loss Budget vs. Actual income and expenses through July 2024.
- 27 • Balance sheet as of 7/31/2024 showing total liabilities and equity of \$1,776,777.41.
- 28 • A custom summary report for July, 2024 of the PPDL Debt Fund showing net income  
29 of \$-837.26.
- 30 • Balance sheet as of 7/31/2024 of the PPDL Debt Fund showing total liabilities and  
31 equity of \$107,735.70.
- 32 • Report of T-Bill maturity date and yield February 2024 through July 2024.
- 33 • A list of bills to paid for the period of 7/1/2024 to 7/31/2024 with total expenditures  
34 to be paid \$88,202.44. Included in the list were wages of \$37,569.97 and fringe  
35 benefits of \$7587.18.  
36

37 A motion was made by Seibert and seconded to pay the bills as presented for the period of  
38 7/1/2024 to 7/31/2024, with total expenditures to be paid of \$88,202.44. The motion was  
39 adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal  
40 Seibert, Sherry Bennett, Jeremy Davison, Julie Pioch; No: None).  
41

42 **LIBRARY DIRECTOR REPORT**

43 Director Evans provided a written report of her activities for the month, an update on  
44 library operations and programs and PPDL Statistics for the month of July.  
45

46 **COMMITTEE REPORTS**

47

48 **Buildings and Grounds:** No report

49

50 **Finance:** No report

51

52 **Personnel and Nominating:**

53 The committee met on August 8 at 2:00 PM to discuss a former employee's social media  
54 posts and a disability insurance quote. On behalf of the committee, Trustee Bennett moved  
55 to purchase a disability insurance policy through The Ascend Group, PLLC as provided by  
56 Principal Life Insurance Company at an annual cost of \$1592.28. The motion was adopted  
57 with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert,  
58 Sherry Bennett, Jeremy Davison; Julie Pioch; No: None).

59

60 **Policy and Bylaws**

61 The committee met on August 17 at 11:00 AM to discuss the Paw Paw District Library and  
62 Friends of the Library Agreement and proposed edits to the Incident/Accident Report.  
63 Trustee Seibert presented the PPDL and Friends agreement and on behalf of the committee  
64 moved the adoption of the agreement as follows:

65

66 **Friends of Paw Paw District Library and Paw Paw District Library**  
67 **Agreement**

68

69 The following will constitute an operating agreement between the Friends and the Library. It  
70 will stand until and unless modified by mutual agreement of the Friends Executive Board and  
71 the Paw Paw District Library Board of Trustees. The Friends' mission is to raise money and  
72 public awareness in the community to support the services and programs of the Library. As a  
73 non-profit 501(c)(3) organization, it is a legally distinct entity and not part of the Library.

74

75 **The Library** agrees to make the Friends aware of the Library's strategic directions and  
76 include the Friends in long-term strategic planning.

77

78 **The Library** agrees to allow room on the Library Board of Trustees regular meeting agenda  
79 for a Friends report.

80

81 **The Library** agrees to provide public space for Friends' promotional materials and website  
82 space for information on the Friends' organization and activities.

83

84 **The Library** agrees to provide the Friends with space for annual or semi-annual book sales  
85 and an ongoing sale in the Library.

86

87 **The Library** agrees that staff will be directed to place all Friends' mail, membership  
88 applications, and other communication in the Friends Treasurer's box and keep all monies  
89 collected on behalf of the Friends separate from library funds.

90

91 **The Library** agrees to acknowledge the Friends' contributions in library communications.

92

93 **The Library** agrees to provide meeting space for the Friends board meetings and to store the  
94 Friends' legal documents.  
95  
96 **The Library** agrees to make an annual funding request to allow time for Friends board  
97 discussion and voting. The Library may also make periodic funding requests throughout the  
98 year as necessary.  
99  
100 **The Library** agrees to provide the Friends with surplus material, such as used books and  
101 donated material that the Library deems of no value to the its collection. However, the  
102 Library is not required to provide all surplus material to the Friends.  
103  
104 **The Friends** agree to support the Library and its policies.  
105  
106 **The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance  
107 of the Library Director and the Library Board of Trustees.  
108  
109 **The Friends** agree to regularly evaluate donated materials and remove them to a Friends  
110 storage area.  
111  
112 **The Friends** agree that all monies raised will be spent on library programs, services, other  
113 Library-defined needs, and Friend's operating expenses.  
114  
115 **The Friends** agree that the Library Board of Trustees will have the final say in accepting or  
116 declining gifts made to the Library.  
117  
118 **The Friends** agree to include the Director or a designee as a non-voting attendee to all  
119 Friends meetings and allow room on the agenda for a library report.  
120  
121 **The Friends** agree to send a Friends member to a Library Board meeting biannually to report  
122 on Friends activities.  
123  
124 **The Friends** agree that if they cease to fundraise and promote the Library, they will disband,  
125 allowing for a new Friends group to be established.  
126  
127 **The Friends and the Library** acknowledge that this agreement does not include all the  
128 issues that may arise and that this document should be reviewed at least every two years.  
129 The undersigned attest that their respective boards have approved this agreement:  
130  
131 President President  
132 Paw Paw District Library Board of Trustees Friends of the Paw Paw District Library  
133  
134  
135 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian  
136 Wiersma, Krystal Seibert, Sherry Bennett, Jeremy Davison; Julie Pioch; No: None).  
137  
138 Siebert reviewed edits to the Incident/Accident Report and moved the adoption of the  
139 amended report form as follows: Add "Is there any supporting material" after witness  
140 information section; strike the words "an outside agency" before emergency services and

141 strike the list of kinds of emergency services; strike "If medical attention was declined  
142 patron should sign here"; insert "was first aid provided?"; "Provided by whom?"; "Describe  
143 the first aid provided", insert description sections for "Library Response" and Follow up."  
144

145 The motion was adopted.  
146

#### 147 **BOARD MEMBER REPORTS**

148

149 Trustee Seibert visiting Portage Indiana Library and showed pictures of their recently  
150 completed outdoor space. She reported that she cleaned headstones at the Prospect Hill  
151 Cemetery with some Cub Scouts and Boy Scouts.  
152

153 Trustee Davison commented that Kayla's presentation at the Lions Club was well received.  
154

155 Trustee Bennett reported the Van Buren Great Start Collaborative received \$55,000  
156 allocation for early literacy.  
157

158 Trustee Pioch reported that she presented to the Van Buren County Board of  
159 Commissioners.  
160

#### 161 **NEW BUSINESS**

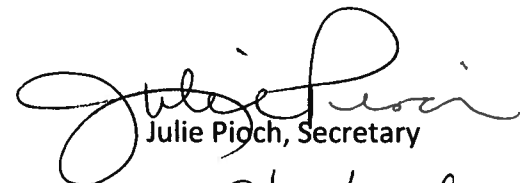
162

163 Director Evans provided an overview of the C2AE Proposal for the board. They have  
164 suggested lump sum payment structure for the first phases of the project. The board  
165 discussed timing for Phase I as described in the proposal (possibly some time in November),  
166 who to invite to the design charrette (patrons, youth, neighbors, community stakeholders);  
167 what kinds of support materials might be helpful (pictures of property, etc.)  
168

169 It was moved by Pioch and seconded to approve the C2AE proposal at a cost of \$15,000 for  
170 Phase I as described in the proposal and to instruct Director Evans to contact them to  
171 discuss timing to get started with the design charrette work.  
172

173 Motion was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma,  
174 Krystal Seibert, Sherry Bennett, Jeremy Davison; Julie Pioch; No: None).  
175

176 The meeting was adjourned by Chair Wiersma at 8:00 PM.

  
Julie Pioch, Secretary

Date Approved: 9/16/24