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PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
September 16, 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; Absent: Jeremy Davison

Staff Present: Gretchen Evans

PUBLIC COMMENT

Jim Miller from Friends of the Library reported that the Friends will have their semi-annual book sale on October 17, 18 and 19, 2024. He commented that the volunteers are doing a wonderful job sorting and selecting books.

MINUTES

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

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for August 2024 showing total income of \$11,803.10 and total expenses of \$72,832.36 for a net income of -\$61,029.26
- Profit & Loss Budget vs. Actual income and expenses through August 2024.
- Balance sheet as of August 31, 2024 showing total liabilities and equity of \$1,715,748.15
- A custom summary report for August, 2024 of the PPDL Debt Fund showing net income of \$215.15
- Balance sheet as of August 31, 2024 of the PPDL Debt Fund showing total liabilities and equity of \$107,950.85.
- Report of T-Bill maturity date and yield February 2024 through August 2024.
- A list of bills to paid for the period of 8/1/2024 to 8/31/2024 with total expenditures to be paid \$72,832.36. Included in the list were wages of \$36,807.51 and fringe benefits of \$7218.89.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 8/1/2024 to 8/31/2024 with total expenditures to be paid of \$72,832.36. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett, Julie Pioch; No: None).

LIBRARY DIRECTOR REPORT

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

46 presented a summary of copier machine quotes that Finance Director O'Donnell prepared
47 along with her recommendation to purchase from Konica. The purchase of new copier
48 machines is in the 2024 budget.

49

50 Director Evans shared a summary of information about electronic vehicle charging stations
51 because libraries in the state are getting involved in being part of the solution to provide
52 publicly available chargers. The Board will include consider siting a station or two at the
53 library as part of the planning process for the outdoor space redevelopment.

54

55 **COMMITTEE REPORTS**

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57 **Buildings and Grounds:** The committee met on September 13, 2024, at 10:00 AM to discuss
58 a painting bid from WOW for the entry way for a cost of \$2286.45; obtaining a drinking
59 water fountain to fill water bottles from Fields Plumbing for a cost of \$3000 and a bid from
60 Karen Bohm for power washing for \$400. Director Evans sent out a request for bids for
61 snowplowing.

62

63 **Finance:** No report

64 **Personnel and Nominating:** No report

65 **Policy and Bylaws:** No report

66

67 **C2AE Outdoor Space Development:** Dates were sent out for the first meeting with the
68 consultants. November 8 at 10AM worked for most of the board and is tentatively
69 scheduled. The meeting will be via Zoom.

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71 **BOARD MEMBER REPORTS**

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73 Trustee Seibert will be attending the MLA Conference.

74

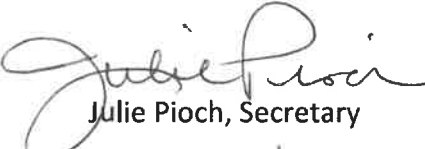
75 **UNFINISHED BUSINESS**

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77 It was moved by Bennett and seconded to rescind the motion passed last month to
78 purchase disability insurance through The Ascend Group, PLLC as provided by Principal Life
79 Insurance Company at an annual cost of \$1592.28. Motion to rescind passed unanimously
80 with a voice vote. After discussion of a new insurance quote that included short and long
81 term insurance benefits, it was moved by Bennett and seconded to purchase a policy for
82 short term and long term disability insurance from the Standard Insurance company for a
83 price of \$2207.52 annually. Motion adopted with a roll call vote (Yes: Suzanne Miller, Catey
84 Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett, Julie Pioch; No: None).

85

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


Julie Pioch, Secretary

Date Approved: 10/21/24