

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **November 18, 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.

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

10
11 Staff Present: Gretchen Evans

12
13 **PUBLIC COMMENT**

14 NONE

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16 **FRIENDS OF THE LIBRARY SEMI- ANNUAL PRESENTATION**

17 Kris Steward, President and Cindy Barres vice president of the Friends of the Library
18 presented 2024 highlights on behalf of the group as follows: The generous donation of
19 space from Kerry Tapper and Look Sharp Marketing has gone well this first year for storing
20 and sorting books. The Friends have begun offering scheduled donation drop off days to
21 the public.

22
23 The Friends page on the library's website was updated with the gracious help of Jennifer
24 O'Donnell and the Friends newsletters and meeting minutes are now available online.

25
26 Support requests were granted for the following: Summer Reading Program - \$1,000;
27 Geekfest - \$500; Employee Recognition Program - \$200; Lego Table for Children's Library -
28 \$3,800; Spooktacular Event - \$500; Santa's Workshop Event - \$300.

29
30 Semiannual book sales were held in May and October raising \$3,843. Two newsletters were
31 published. An article highlighting the Friends and its support of the library was published in
32 the Courier Leader ahead of the October book sale.

33
34 A Letter of Agreement between The Library and The Friends was developed and signed.
35 Thanks to the dedicated shelf space within the Library, The Friends are actively stocking
36 books for ongoing book sales. \$286 has been raised since July.

37
38 **MINUTES**

39 A motion was made by Bennett and seconded to approve the regular meeting minutes of
40 October 21, 2024. The motion was adopted.

41
42 **FINANCIAL REPORT**

43 The monthly financial report included:

- 44
- 45 • A custom summary report for October 2024 showing total income of \$10,489.54 and
total expenses of \$117,338.07 for a net income of -\$106,848.53
 - 46 • Profit & Loss Budget vs. Actual income and expenses through October 2024.

- 47 • Balance sheet as of October 31, 2024, showing total liabilities and equity of
48 \$1,556,772.38
- 49 • A custom summary report for October 2024 of the PPDL Debt Fund showing net
50 income of \$100.48
- 51 • Balance sheet as of October 2024 of the PPDL Debt Fund showing total liabilities and
52 equity of \$80,038.57.
- 53 • Report of T-Bill maturity date and yield February 2024 through October 2024.
- 54 • A list of bills to paid for the period of 10/1/2024 to 10/31/2024 with total
55 expenditures to be paid \$117,338.07. Included in the list were wages of \$56,664.86
56 and fringe benefits of \$10,417.64.

57
58 A motion was made by Seibert and seconded to pay the bills as presented for the period of
59 10/1/2024 to 10/31/2024 with total expenditures to be paid of \$117,338.07. The motion
60 was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal
61 Seibert, Sherry Bennett, Julie Pioch; No: None).

62
63 **LIBRARY DIRECTOR REPORT**

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

66
67 Director Evans reported on recent events related to the George Powless CD and requested
68 guidance on what the board wanted to do with the investment donation. After discussion, it
69 was moved by Seibert to authorize Director Evans to move the \$2500 CD from George
70 Powless from Old National Bank and re-invest it with our current investments. The motion
71 was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal
72 Seibert, Sherry Bennett, Julie Pioch; No: None).

73
74 **COMMITTEE REPORTS**

75
76 **Buildings and Grounds: No Report**

77
78 **Personnel and Nominating:** The committee meet on October 30 to discuss the 2025 wage
79 proposal which included a 3.5 % wage increase for all staff and increase the wages of pages
80 to meet the 2025 anticipated minimum wage rate. On behalf of the committee, Bennett
81 moved to adopt the 2025 Wage Proposal as presented. The motion was adopted with a roll
82 call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett,
83 Julie Pioch; No: None).

84
85 **Finance:** The committee met on November 6 to review the proposed 2025 Budget and
86 presented it to the board for discussion. It was moved by Pioch and seconded to set the
87 public hearing for the 2025 Budget for December 16, 2024, at 7:30PM.

88
89 **Policy and Bylaws: No report**

90

91 **Committee of the Whole:** Board will meet on December 4, 2024 at 4:15 to discuss C2AE's
92 questions as presented at the November 8th pre-design meeting.

93
94 **NEW BUSINESS**

95
96 2025 Budget Hearing: It was moved by Pioch and seconded to set the public hearing for the
97 2025 Budget for December 16, 2024, at 7:30PM. The motion was adopted.

98
99 Holiday Schedule:

100 It was moved by Pioch and seconded to adopt the 2025 Holiday Calendar as follows:

101 2025 Holiday Schedule –

102 Wednesday, January 1 – New Year's Day

103 Monday, May 26 – Memorial Day

104 Friday, July 4 – Independence Day

105 Monday, September 1 – Labor Day

106 Wednesday, November 26 – (close at 5 pm)

107 Thursday, November 27 – Thanksgiving

108 Wednesday, December 24 – Christmas Eve

109 Thursday, December 25 – Christmas

110 Wednesday, January 31 – New Year's Eve

111

112 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian
113 Wiersma, Krystal Seibert, Sherry Bennett, Julie Pioch; No: None).

114

115 Revised start time for December meeting:

116 Due to scheduling conflict, it was moved by Pioch and seconded to change the start time of
117 the December 16 meeting to 7:35PM (immediately following the 2025 budget public
118 hearing). The motion was adopted.

119

120 The meeting was adjourned by Chair Wiersma at 8:01 PM.


Julie Pioch, Secretary

Date Approved: 12/16/24