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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING**

February 17, 2025

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.

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

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12 Staff Present: Gretchen Evans

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14 Public Present: Jim Miller

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16 **PUBLIC COMMENT:** None

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18 **MINUTES**

19 A motion was made by Bolton and seconded to approve the regular meeting minutes of the
20 January 20, 2025 with the correction of adding Kristin Ely as a member of the public in
21 attendance. The motion was adopted.

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23 **FINANCIAL REPORT**

24 The monthly financial report included:

- 25 • A custom summary report for January 2025 showing total income of \$459,929.20
26 and total expenses of \$66,821.03 for a net income of \$393,108.17.
- 27 • Profit & Loss Budget vs. Actual income and expenses January 1, 2025 through
28 January 31, 2025.
- 29 • Balance sheet as of January 31, 2025, showing total liabilities and equity of
30 \$1,864,056.59.
- 31 • A custom summary report for January 2025 of the PPDL Debt Fund showing net
32 income of \$50,957.59
- 33 • Balance sheet as of January 31, 2025 of the PPDL Debt Fund showing total liabilities
34 and equity of \$136,821.10.
- 35 • Report of T-Bill maturity date and yield May 2024 through January 2025.
- 36 • A list of bills to paid for the period of 1/1/2025 to 1/31/2025 with total expenditures
37 to be paid \$66,821.03. Included in the list were wages of \$37,865.65 and fringe
38 benefits of \$7,904.04.

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40 A motion was made by Seibert and seconded to pay the bills as presented for the period of
41 1/1/2025 to 1/31/2025 with total expenditures to be paid of \$66,821.03. The motion was
42 adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal
43 Seibert, Jeremy Davison; No: None).

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45 **LIBRARY DIRECTOR REPORT**

46 Director Evans provided a written report of her activities for the month, an update on
47 library operations and programs, PPDL Statistics for the month of January, 2025 Annual
48 Report, and the Southwest Michigan Library Cooperative Trustee Challenge.

49
50 Board members discussed the items on the Trustee Challenge, and decided to devote time
51 at upcoming meetings to millage education.

52
53 Possible legislative changes to the Earned Sick Time Act were discussed. Given the
54 uncertainty of changes to the act, the board discussed delaying the implementation of
55 changes made to the Employee Handbook approved at the last meeting. A motion was
56 made by Seibert and seconded to amend the motion approved in January 2025 related to
57 the effective date of updates to the Employee Handbook by striking February 21, 2025 and
58 inserting July 1, 2025. The motion was adopted with a roll call vote (Yes: Suzanne Miller,
59 Catey Bolton, Brian Wiersma, Krystal Seibert, Jeremy Davison; No: None).

60
61 The revisions to the Employee Handbook adopted in January 2025, will go into effect July 1,
62 2025.

63

64 **COMMITTEE REPORTS**

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66 **Buildings and Grounds:** No Report

67 **Finance:** No Report

68 **Policy and Bylaws:** No Report

69 **Personnel and Nominating:** No Report

70 **Committee of the Whole:** The design charrette will be held on Tuesday, February 25 at 4
71 pm. 20 community members have confirmed their attendance.

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73 **BOARD MEMBER REPORTS**

74 Bennett reported that she is enjoying the Friends Read Book Club.

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76 **UNFINISHED BUSINESS:** None

77

78 **NEW BUSINESS:** None

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80 The meeting was adjourned by Chair Wiersma at 7:45 PM.


Catey Bolton, Secretary Pro Tem

Date Approved 3-17-25