

**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
May 19, 2025**

Vice-President Suzanne Miller called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:03 PM at the Paw Paw District Library.

Board members present: Suzanne Miller, Catey Bolton, Julie Pioch, Sherry Bennett, Krystal Seibert, Brian Wiersma (arrived at 7:12), Absent: Jeremy Davison

Staff present: Gretchen Evans, Director

**PUBLIC COMMENT**

Jim Miller from Friends of the Library reported that the recent book sale was successful raising approximately \$1300 and announced upcoming meeting dates.

**MINUTES**

A motion was made by Pioch and seconded to approve the minutes of the regular meeting of April 21, 2025. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for April 2025 showing total income of \$62,119.41 and total expenses of \$75,554.40 for a net income of -\$13,434.99.
- Profit & Loss Budget vs. Actual income and expenses January 2025 through April 2025.
- Balance sheet as of 4/30/2025 showing total liabilities and equity of \$2,132,587.79.
- A custom summary report of the PPDL Debt Fund for April 2025 showing net income of \$6,425.04.
- Balance sheet as of 4/30/2025 of the PPDL Debt Fund showing total liabilities and equity of \$90,031.77.
- Report of T-Bill maturity date and yield May 2024 through April 2025.
- A list of bills to paid for the period of 4/1/2025 to 4/30/2025 with total expenditures to be paid of \$75,553.40. Included in the list were wages of \$34,586.26 and fringe benefits of \$7,061.09.

A motion was made by Seibert and seconded to pay the bills as presented for the period of 4/1/2025 to 4/30/2025 with total expenditures to be paid of \$75,554.40. The motion was adopted with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Sherry Bennett, Catey Bolton, Krystal Seibert, 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 a PPDL Statistics for the month of April. Director Evans

46 reported that she met with the county clerk to discuss the status of the upcoming millage  
47 renewal and the timing for placing a renewal on the ballot. The current renewable millage  
48 will be levied through December 2026 so the board will need to decide which election date  
49 in 2026 to put the question before the voters.

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51 **COMMITTEE REPORTS**

52 **Buildings and Grounds:** No Report

53 **Finance:** No report

54 **Personnel and Nominating:** No Report

55 **Finance:** No report

56 **Policy & Bylaws:** No report

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58 **Board Member Reports:** Trustee Bennett reported on an upcoming HSCC Meeting. Trustee  
59 Miller shared pictures of a gazebo/pavilion she saw at a city park in Belgium, Wisconsin.

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61 **NEW BUSINESS**

62 **C2AE Proposal for Phase II**

63 The cost of the contract is based on a construction budget of approximately \$385,000 and  
64 will include schematic design, design development, construction documents, permit  
65 applications, bidding assistance, and construction oversight. The “all-in” budget (which  
66 includes engineering and contingency costs) for the project is approximately \$500,000.

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68 It was moved by Seibert and seconded to approve the bid provided by C2AE to complete  
69 phase II of the outdoor project for \$58,000, plus reimbursable expenses of up to \$2,000.

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

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73 The meeting was adjourned by Chair Wiersma at 7:43 PM.

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75 Members stayed to watch part two of “Millage Law for Libraries” a recorded presentation  
76 by Anne Seuryck of Fosters Swift Collins, LLC.

Julie Pioch, Secretary

Date Approved: \_\_\_\_\_