

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 484

Minutes from the Board Meeting on October 18, 2023.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:02 pm

Members Present: Sue Boomgaard-Rasch, Stephanie Mayrose, Pat Lindberg, Greg Dunn, Kathi Waldecker, Roland DeVries, Bob TerAvest, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: None

M/S (R. DeVries, B. TerAvest) to approve 10/18/2023 agenda (Page 1). Motion carried.

M/S (B TerAvest, S. Boomgaard-Rasch) to approve 9/20/2023 minutes (Pages 2-3). Motion carried.

Public Present/Comments: No public present

Financial Reports:

- A. M/S (P. Lindberg, B. TerAvest) to receive and file** October Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.
- B. M/S (R. DeVries, S. Mayrose) to approve** September expenditures, including ACH transactions #20814-20818 totaling \$7,855.95 (Page 6). Motion carried.
- C. M/S (K. Waldecker, S. Mayrose) to approve** October checks to date, including ACH transactions #20819-20831 totaling \$30,800.78 (Page 7). Motion carried.
- D. M/S (R. DeVries, B. TerAvest) to receive and file** Statement of Income (Pages 8). Motion carried.
- E. M/S (R. DeVries, P. Lindberg) to receive and file** Visa Reconciliation Detail (Page 9). Motion carried.
- F. M/S (B. TerAvest, S. Mayrose) to receive and file** CADL Building Expansion Budget Performance (Page 10). Motion carried.

Correspondence/Marketing - Pages 11-12

M/S (K. Waldecker, B. TerAvest) to receive and file Correspondence and Marketing (Pages 11-12). Motion carried.

- A. CADL Press Releases
- B. November Calendar of Events
- C. Programming Flyers

Director's Report - Pages 13-16

M/S (G. Dunn, P. Lindberg) to receive and file Director's Report (Pages 13-16). Motion carried.

No Friends meeting since last month

CADL failed its fire inspection on October 18. The panel was removed from the ceiling and placed on the wall. Elyshia is pleased with the new security system. Servpro cleaned up the basement after the sewer blockage-\$5,000.00. Cost was \$500.00 to clear sewer line. Damaged items need to be discarded. May have to rent a dumpster. Staff members need to be reimbursed for ruined apparel. Elyshia is in the process of filing insurance claims.

Committee Reports:

Building/Grounds Committee - Roland D. reported that the landscape has been infested with Nutsedge an invasive plant. Zach L. has sprayed one application of weed eradicator.

M/S (P. Lindberg, S. Mayrose) to approve Building/Grounds Committee Report provided by R. DeVries. Motion carried.

New Business:

Strategic Planning Public Survey – Elyshia distributed a copy of the public survey. Board members suggested a few tweaks to the survey before released to the public. Hard copies of the survey will be available at the library. Public can access digital copies by scanning a QR Code available in the Observer & Bronco Bits. Survey will be available prior to Halloween and until December 1, 2023.

M/S (R. DeVries, B. TerAvest) to approve Strategic Planning Public Survey with a few minor corrections/additions. Motion carried.

Unfinished Business:

A. Terrorism Insurance – Page 17

M/S (S. Mayrose, K. Waldecker) disapprove purchase of Terrorism Insurance Coverage provided by U. S. Specialty Company at the premium cost of \$79.00 (Page 17). Motion carried 7 to 1. *R. DeVries objected to motion to disapprove.*

B. Cyber Insurance Quotes – Pages 18-19

Elyshia met with Nick Hiemler/IT service provider, a staff member, and insurance agent to discuss Cyber Insurance. CI is a gray area that is evolving. Agent says we do not have to decide now. Coverage could require many policies/conditions and have many loopholes. Greg D. suggested that CI may be required in the future. Elyshia will be attending a CI seminar at Choice Bank. She will walk through an insurance check and look at possible scenarios. In the meantime, CADL can look at what policies can be instituted now to increase cyber security.

M/S (G. Dunn, R. DeVries) to table approval/disapproval of Cyber Insurance Quote until January 2024 allowing Elyshia time to investigate and obtain more information about Cyber Insurance (Pages 18-19). Motion carried.

Public/Board Comments:

Board would like to reward staff for going above and beyond with the basement cleanup after the sewer blockage that occurred in October. Board will donate funds from its own flower fund to CADL so Elyshia can plan treating the staff to lunch, breakfast, snacks during staff meeting, or whatever she decides the staff would like.

Adjournment: 8:30 pm?

Next Meeting: Wednesday, November 15, 2023 at 7:00 pm