

**Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 48494**

**Minutes from the Board Meeting on August 16, 2023.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:04 p.m.

**Members Present:** Sue Boomgaard-Rasch, Pat Lindberg, Greg Dunn,  
Kathi Waldecker, Roland DeVries,

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Norine Fox, Bob TerAvest, and Stephanie Mayrose.

**Guests Present:** Carol Dawe - Lakeland Library Director

**M/S (Kathi W., Roland D.) to approve 8/16/2023 agenda (Page 1).** Motion carried.

**M/S (Roland D., Kathi W.) to approve 7/19/2023 minutes (Pages 2-3).** Motion carried.

**Public Present/Comments:**

**Financial Reports:**

- A. M/S (Roland D. Kathi W.) to receive and file August Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).** Motion carried.
- B. M/S (Pat L., Kathi W.) to approve July expenditures, including ACH transactions #20759-20780 totaling \$15,061.22 (Page 6).** Motion carried.
- C. M/S (Kathi W., Roland D.) to approve August checks to date, including ACH transactions #20781-20785 totaling \$9,648.37 (Page 7).** Motion carried.
- D. M/S (Pat L., Kathi D.) to receive and file Statement of Income (Page 8).** Motion carried.
- E. M/S (Kathi W., Greg D.) to receive and file Visa Reconciliation Detail (Page 9).** Motion carried.
- F. M/S (Pat L., Kathi W.) to receive and file CADL Building Expansion Budget Performance (Page 10).** Motion carried.
- G. M/S (Greg D., Roland D.) to receive and file Penal Fines Distribution. (Pages 11-13).** Motion carried.
- H. M/S (Pat L., Kathi D.) to receive and file 2<sup>nd</sup> Quarter Foundation Statements (Pages 14-17).** Motion carried.

**Correspondence/Marketing: - Pages 18-24**

**M/S (Kathi W., Pat L.) to receive and file Correspondence and Marketing (Pages 18-24).** Motion carried.

- A. CADL Press Releases
- B. September Calendar of Events

C. Programming Flyers

**Director's Report** – Pages 25-28

**M/S (Kathi W., Pat L.) to receive and file** Director's Report (Pages 25-28). Motion carried.

A. Friends Minutes – July 12 Page 29

**Committee Reports:**

**M/S (Roland D., Kathi W.) to receive and file** Finance Committee Minutes (No page numbers). Motion carried.

**New Business:**

A. Finance Committee Recommendation

**M/S (Roland D., Kathi W.) to approve** recommendation from finance committee to a) allow Kim and Elyshia inquiring about combining the small CDs at ChoiceOne with no fee b) move \$150,000 from CoMerica to Choice One in order to get higher paying accounts. See Finance Committee Minutes for more details. Roll call vote: Sue – yes, Roland – yes, Greg – yes, Kathi – yes, Pat – yes. Motion carried.

B. Roland asked for a minute of the board time

Roland made a recommendation to hire Katie and/or Zach to work in the gardens and pay them. Elyshia took the recommendation into consideration.

\*Greg also brought up the idea of using the outside area in a better way – Carol said this would be a great thing to add to the strategic plan

**Unfinished Business:**

A. Security System Quotes-Pages 30-67 (Page 30)

**M/S (Roland D., Kathi W.) to approve** Security System Quote of \$8,168.03 for installation and 213.78/month from ADT (Page 30). Discussion – ADT offers most for the price. These funds will come from our capital fund since we are replacing items for the building. Motion carried.

B. Insurance Quotes-Pages 68-96

**M/S (Kathi W., Greg D.) to approve** Insurance Quote of \$4,296.00 from Decker Agency for Liability insurance. We will remain with State Farm for Workers Comp. Discussion – Decker Agency's quote didn't include cyber insurance like Michigan Municipal League's did. Some discussion ensued about whether we should have cyber insurance now. It was decided that Elyshia would ask Decker Agency about a quote for cyber insurance and what is covered under their plan. (Pages 68-96). Motion carried.

C. Strategic Planning with Carol Dawe – Carol suggested the best way to go about this strategic plan was first with a board focus group, then an employee focus group, followed

by several public focus groups. Carol would run the focus groups to keep them transparent. Finally as a result of the focus group they would put out a survey and develop the strategic plan based on the results of all three. Carol began the board focus group and discussion ensued.

**Public/Board Comments:**

**Adjournment:** motion to adjourn at 9:13p.m. by Greg D.

**Next Board Meeting:** September 20 at 7p.m.