

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

Minutes from the Board Meeting on January 19, 2022.

Call to order: Roland DeVries, in Judy VanDongen's absence, called the in person meeting to order at 6:58 p.m.

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

Staff Present: Elyshia Hoekstra/Director, Kim Lothscutz/Bookkeeper

Absent: Judy VanDongen, Arno Driedger

Approval of Agenda: M/S (P. Lindberg, B. TerAvest) approve 1/19/2022 agenda (Page 1). Motion carried.

Approval of Minutes: M/S (S. Boomgaard-Rasch, S. Mayrose) to approve 12/15/2022 board meeting minutes (Page 2-3). Motion carried.

Guest Speaker: Ian Rees – Gabridge and Co. 2020-2021 Audit Report

Ian Rees, auditor from Gabridge and Co., reported that CADL's 2020-2021 audit report was presented to the state and passed review with an "unmodified opinion." CADL made more money than was spent and the library is in a good financial position. In regard to the proposed bonus plan for employees, Ian mentioned that giving some structure to awarding bonuses such as using employee performance would be acceptable.

Public Comment: No public present

Financial Reports

A. M/S (B. TerAvest, S. Mayrose) to receive and file Gabridge and Co 2020-2021 Audit (attached). Motion carried.

B. M/S (P. Lindberg, B. TerAvest) to receive and file January Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

C. M/S (B. TerAvest, S. Mayrose) to approve December expenditures, including ACH transactions #20208-20230 totaling \$22,172.92 (Page 6). Motion carried.

D. M/S (P. Lindberg, N. Fox) to approve January checks to date totaling \$5,275.40. (Page 7). Motion carried.

E. M/S (N. Fox, S. Boomgaard-Rasch) to receive and file Statement of Income (Page 8). Motion carried.

F. M/S (B. TerAvest, P. Lindberg) to receive and file Mastercard Reconciliation Detail (Page 9). Motion carried.

G. M/S (S. Mayrose, P. Lindberg) to receive and file CADL Building Expansion Budget Performance (Page 10). Motion carried.

H. M/S (B. TerAvest, S. Boomgaard-Rasch) to receive and file Consumers Completion Report (Pages 11-12). Motion carried.

I. M/S (N. Fox, B. TerAvest) to receive and file 2021 State Aid Report (Pages 13-30). Motion carried.

Correspondence/Marketing

M/S (N. Fox, B. TerAvest) to receive and file Correspondence and Marketing (Pages 31-35). Motion carried.

A. CADL Press Releases

B. February Calendar of Events

C. Programming Flyers

D. City of Coopersville Generator Correspondence

Director's Report – Pages 36-38

M/S (P. Lindberg, N. Fox) to receive and file Director's Report (Pages 36-38). Motion carried.

Friends of the Library January 12, 2022 minutes were distributed by Elyshia.

M/S (R. DeVries, P. Lindberg) to approve the Friends of the Library to apply for 501C3 status (Non-profit organization status). Motion carried.

Committee Reports: None

New Business

A. M/S (N. Fox, S. Boomgaard-Rasch) to approve MERS Authorized Signatories (Page 39). Motion carried.

B. M/S (B. TerAvest, S. Mayrose) to approve 2022-2023 Internet Erate Bids from Acentek. (Pages 40-42). Motion carried.

C. DISCUSSION - New Personnel Manual (First Reading) – (attached).

Board members need to review the revised employee handbook so discussion can take place in order to approve the revised document at the February Board Meeting.

Unfinished Business

DISCUSSION – Bonus Policy Update/Lawyer Comments (page 43).

Elyshia will search for an employee evaluation tool to be used to determine the employee bonus proviso.

Public/Board Comments

Board members need to review the Meeting Rooms: Policy and Procedures information that Elyshia provided and be ready to discuss the policies at the February 17, 2022 meeting. She has been approached by some groups that want to use the rooms but feels the policies need to be reviewed and discussed before agreeing to loan out the facilities.

Adjournment: 8:13 p.m.

Next Board Meeting: February 16, 2022 at 7:00 p.m.