

**Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404**

Minutes from February 19, 2025 Board Meeting

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:00 pm.

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

Staff Present: Elyshia Hoekstra/Director

Absent: None

M/S (R. DeVries, P. Lindberg) to approve 2/19/2025 amended agenda (Page 1). Motion carried.

Amendments to agenda: add Audit Report by Amy Deming/Treasurer; in Financial Reports change item B to January expenditures; change item C to February checks to date; add Choice One CD renewal and Ancestry renewal to Director's Report.

M/S (A. Deming, K. Waldecker) to approve 1/15/2025 minutes (pages 2-3). Motion carried.

Public Present/Comments: No public present

Audit Report – Informational review to receive and file.

Amy Deming/Treasurer – Amy presented a very thorough review of the June 30, 2024 Annual Financial Report (Audit Report). She explained that the opening Letter to the Library Board is the most important part of the report as it states and explains that CADL received a “clean” audit which means that the audit presents a true and fair picture of the library’s finances. Amy’s explanations of Basic Financial Statements and accompanying Notes with charts and graphs were explained in a way that board members could understand and appreciate. Thank you, Amy, for your presentation.

Financial Reports:

- A. Informational review to receive and file** January Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).
- B. M/S (P. Lindberg, S. Mayrose) to approve** January expenditures, including ACH transactions #21218-21239 totaling \$22,719.39; Net income to expenses \$120,348.90 (Pages 6-7). Motion carried.
- C. M/S (R. DeVries, P. Lindberg) to approve** February checks to date, including ACH transactions #21240-21252 totaling \$19,422.42 (Page 8). Motion carried.
- D. Informational review to receive and file** Statement of Income (Page 9).
- E. Informational review to receive and file** Visa Reconciliation Detail (Pages 10-11).
- F. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 12).

Correspondence/Marketing: – Pages 13-14 – Informational review to receive and file

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

Director's Report: – Pages 15-17 – Informational review to receive and file

- *CD at Choice One Bank was renewed at 4% for one year.*
- *Elyshia will be contacting Royalty Landscaping about mowing/weeding the landscaping and applying mulch in the spring.*
- *Ancestry renewal is \$1,600.00 annually and use of the service has been dwindling since the pandemic.*

M/S (R. DeVries, A. Deming) to approve cancelling Ancestry subscription. Motion carried. Staff will inform patrons that Ancestry will no longer be available and will help direct them to other genealogy resources available at CADL, on line, and in the community. Patrons will also be informed of neighboring libraries that still offer Ancestry service.

Committee Reports: - Page 18 – Informational review to receive and file

- A. Personnel Committee Minutes – January 27, 2025 - Page 18

Unfinished Business: - Pages 19-26

- A. Logo – Pages 19-21

A robust discussion took place over the logo design. Board members did agree on the text, font, and size of letters but were not satisfied with the actual logo. Greg D. suggested each member email Elyshia a comment on what he/she does not like about the logo and one suggestion on how to improve the logo. Elyshia will collect these by Friday, Feb. 21, 2025 and present these ideas to the designer to see how the suggestions might be used to “tweak” the logo.

- B. Palace Project Overview – Pages 22-26

Overview/Discussion tabled until March 19, 2025 board meeting.

New Business: Pages 27-41

- A. **Short Term Disability (Aflac) – Committee Recommendation – Pages 27-35**

M/S (A. Deming, R. DeVries) to approve Personnel Committee’s recommendation to approve a library-paid short-term disability policy through Aflac at the quoted annual rate of \$3,157.44 total for six employees that qualify for STD coverage. The policy includes options offering additional employee-paid insurance coverages if an individual employee wishes to purchase on his/her own (Pages 27-35). Motion carried.
Employees qualify for STD coverage if they work over 20 hours per week

- B. **Donated Leave Policy – Pages 36-41**

M/S (R. DeVries, G. Dunn) to approve Personnel Committee’s proposal for the Donated Leave Policy (Pages 36-41). Motion carried.

Public/Board Comments: *Director’s evaluation process will begin in March so the board can complete the evaluation process before Director Hoekstra begins maternity leave.*

Adjournment: 8:46

Next Meeting: Wednesday, March 19, 2025 at 7:00 pm

