

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on November 20, 2024.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:01 pm.

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

Staff Present: Elyshia Hoekstra/Director

Absent: Amy Deming, Kathi Waldecker

M/S (R. DeVries, S. Mayrose) to approve 11/20/2024 agenda (Page 1). Motion carried.

M/S (P. Lindberg, R. DeVries) to approve 10/16/2024 Board Minutes (Pages 2-3). Motion carried.

Public Present/Comments: None

Financial Reports:

- A. Informational review to receive and file** November Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).
- B. M/S (N. Fox, S. Mayrose) to approve** October expenditures, including ACH transactions #21148-21154, 21157-21159 totaling \$22,848.98 (Page 6). Motion carried.
- C. M/S (S. Mayrose, P. Lindberg) to approve** November checks to date, including ACH transactions #21155-21156, 21160-21170 totaling \$21,029.03 (Page 7). Motion carried.
- D. Informational review to receive and file** Statement of Income (Page 8).
- E. Informational review to receive and file** Visa Reconciliation Detail (Pages 9-10).
- F. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 11).

Correspondence/Marketing: – Pages 12-13 – Informational review to receive and file

- A. CADL Press Releases
- B. December Calendar of Events (not included)
- C. Programming Flyers

Director's Report: – Pages 14-16 – Informational review to receive and file

**Elyshia is pleased with landscape clean up by Royalty Landscaping and Snow. After some board discussion regarding the removal of all the mulch it was decided that late fall would be a better time to replace it if possible. Elyshia will contact Phil's Lawn Service to see if this can be done for a lower price of approximately \$500.00 instead of \$1,000.00 that Royalty quoted.*

**Detention pond scheduled for cleaning. There was a question about a tree that should be removed.*

**Tween Space installation is progressing.*

**Elyshia is investigating CADL's options for the Brownfield Plan Amendment which would result in some loss to the library's millage over the next 15 years.*

Committee Reports: No current reports

Unfinished Business:

A. Signs

M/S (R. DeVries, N. Fox) to approve expenditure of \$600.00 to pay half the purchase of a new sign for the front of the library/community park. City of Coopersville has agreed to pay \$600.00 toward the other half. Motion carried.

B. Logo update

Survey results were gathered and most shared similar ideas for the logo. Elyshia and logo designer Jenny Grace decided on a 4-5 color palette with green being primary. Jenny will provide sample designs in January.

New Business:

A. Health Insurance Renewal – Pages 17-18

M/S (R. DeVries, S. Mayrose) to approve monthly expenditure of \$477.71 for renewal of staff health insurance (Pages 17). Motion carried.

M/S (P. Lindberg, G. Dunn) to approve expenditure of \$3,300.00 for renewal of director's health insurance (Page 18). Motion carried.

B. Whistleblower Policy, Patron Behavior Policy, Technology Assistance Policy -Pages 10-30.

M/S (S. Mayrose, P. Lindberg) to approve Whistleblower Policy (Pages 19-22). Motion carried.

M/S (P. Lindberg, S. Mayrose) to approve Technology Assistance Policy (Pages 23-24). Motion carried.

Board members discussed the importance of providing technology assistance to patrons but felt the policy and possible liability issues should be reviewed by the lawyer. Also, the last line in guideline #3/Page 23 needs to be removed.

M/S (P. Lindberg, S. Mayrose) to approve amended Technology Assistance Policy with removal of the last line in Guideline #3 (Page 23). Motion carried.

M/S (G. Dunn, S. Mayrose) to approve Patron Behavior Policy (Pages 25-30). Motion carried.

C. Sick Leave Policy – Pages 31-32

M/S (R. DeVries, P. Lindberg) to approve Sick Leave Policy (Pages 31-32). Motion carried.

Policy needs to be reviewed by the lawyer.

D. M/S (G. Dunn, S. Mayrose) to accept the CADL's calendar of Closed Day for 2025 (Page 33/distributed at meeting). Motion carried.

Public/Board Comments: Plans for staff/board holiday gathering were discussed.

Next Meeting: December 18, 2024 at 7:00 pm