

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

Minutes from the Board Meeting on October 19, 2022.

Call to order: Sue Boomgaard-Rasch called the meeting to order at 7:00 p.m.

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

Staff Present: Elyshia Hoekstra/Director

Absent: Greg Dunn

M/S (R. DeVries, S. Mayrose) approve 10/19/2022 amended agenda (Page 1). Motion carried.

Amendments to agenda included addition of Shakespeare Garden to New Business and Library Policy to Committee Report.

M/S (A. Driedger, B. TerAvest) to approve 9/21/2022 board meeting minutes (Pages 2-3). Motion carried.

Public Comment: No public present

Financial Reports:

A. M/S (P. Lindberg, B. TerAvest) to receive and file October Operations: Balance Sheets & Budget vs. Actual (Pages 5-6). Motion carried.

B. M/S (B. TerAvest, A. Driedger) to approve September expenditures, including ACH transactions #20458-20462 totaling \$9,752.56 (Page 7). Motion carried.

C. M/S (A. Driedger, R. DeVries) to approve October checks to date #20463-20481 totaling \$23,580.40 (Page 8). Motion carried.

D. M/S (R. DeVries, B. TerAvest) to receive and file Statement of Income (Page 9). Motion carried.

E. M/S (A. Driedger, N. Fox) to receive and file Mastercard Reconciliation Detail (Page 10). Motion carried.

F. M/S (P. Lindberg, S. Mayrose) to receive and file CADL Building Expansion Budget Performance (Page 11). Motion carried.

G. M/S (B. TerAvest, R. DeVries) to receive and file Water Connection Compliance Notice (Page 12). Motion carried.

H. M/S (S. Mayrose, R. DeVries) to receive and file Audit Engagement Letter. (Page 13). Motion carried.

Elyshia may bid out audit services for next year because of the \$1,500.00 increase for completing this year's audit.

Correspondence/Marketing: – Pages 19-25

M/S (A. Driedger, S. Mayrose) to receive and file Correspondence and Marketing (Pages 19-25). Motion carried.

A. CADL Press Releases (None this month)

B. November and December Calendar of Events (Pages 19-20)

C. Programming Flyers (Programming Flyers (Pages 21-24)

D. Sportsman's Club Donation Request Letter (Page 25)

Director's Report: - Pages 26-33

M/S (A. Driedger, R. DeVries) to receive and file Director's Report (Pages 26-33) Motion carried.

Friends' minutes – September 14, 2022 (Pages 32-33)

Friends of the Library have decided to hold bimonthly meetings.

Committee Reports:

M/S (B. TerAvest, R. DeVries) to receive and file committee reports. (Pages 34-36). Motion carried.

A. Personnel Committee Minutes (Pages 34-36)

B. Chester Township Presentation Update

Sue Boomgaard-Rasch and Arno Driedger reported that their presentation to the Chester Township Board was very well received. Arno reviewed the funding and expenses of CADL and Sue presented the wide variety of programs offered at CADL.

C. Library Policy – *Arno expressed some concerns regarding Article IV which focuses on the Library Board. He is going to review the information about board members' term limits.*

New Business:

A. Personnel Committee Recommendations (Pages 37-39)

1. M/S (S. Mayrose, R. DeVries) to approve recommendation that Director Elyshia Hoekstra be paid for the 2.1 weeks of currently unpaid maternity leave (Page 37/*revised*). Motion carried. *Roll call vote: S. Boomgaard-Rasch/Yes; S. Mayrose/Yes; P. Lindberg/Yes; B. TerAvest/Yes; R. DeVries/Yes; A. Driedger/Yes; N. Fox/Yes; G. Dunn/absent.*

2. Recommendation to replace maternity leave with short term disability was tabled until the new year or when more information becomes available.

3. M/S (P. Lindberg, R. DeVries) to approve the revised recommendation to pay Katie VanHuis, Library Assistant, an additional amount for the increase responsibility during Elyshia's absence of at least \$150.00 per week, be allowed to work an additional 2 hours for increased duties, and be given permission to be allowed to work 40 hours overtime if extenuating circumstances require (Page 37/*revised*). Motion carried.

4. M/S (R. DeVries, P. Lindberg) to approve recommendation that the rest of the staff be paid an appropriate amount of overtime (1.5hrs.) if the need arises (Page 37/*revised*). Motion carried. *Decision to award overtime lies within the discretion of Director.*

5. M/S (S. Mayrose, R. DeVries) to approve the recommendation that the Director's health insurance be addressed on a calendar year basis rather than a fiscal year basis (Page 37/*revised*). Motion carried.

B. Priority Health Renewal (Page 39)

M/S (B. TerAvest, R. DeVries) to approve Priority Health Benefits Renewal Option for 2023 (Page 39/Renewal column). Motion carried

C. Window Washing Bids (Page 40)

M/S (R. DeVries, B. TerAvest) to approve the window cleaning bid of \$455.00 from Fish window cleaning service (Page 40). Motion carried.

D. Shakespeare Garden/Discussion *Elyshia reported that two patrons have volunteered to care for the Shakespeare Garden. Judy VanDongen may be joining them in their efforts.*

Unfinished Business: None

Public/Board Comments: None

Adjournment: 8:39

Next Meeting: November 9, 2022 (instead of November 16) at 7:00 p.m. *Pat L. will contact Greg D. to inform him of the change of date.*