

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

**Minutes from August 20, 2025 Board Meeting**

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

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

**Staff Present:** Elyshia Hoekstra/Director, Kim Lothschutz/Bookkeeper

**Absent:** Kathie Waldecker

**Public Present/Public Comments:** None

**M/S (R. DeVries, N. Fox) to approve** 8/20/2025 agenda with the addition of the “Oath of Office” (Page 1). Motion carried.

Oath of Office

*Board Members present swore and signed the “Oath of Office” in the presence of Kim Lothschutz who is a licensed notary.*

**M/S (P. Lindberg, N. Fox) to approve** 7/16/2025 Board Meeting minutes (Pages 2-3). Motion carried.

**Financial Reports:**

- A. Informational review to receive and file August Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).**
- B. M/S (P. Lindberg, G. Dunn) to approve** July expenditures, including ACH transactions #21384-21395 totaling \$13,535.66 (Page 6-7). Motion carried.
- C. M/S (R. DeVries, A. Deming) to approve** August checks to date, including ACH transactions #21396-21407 totaling \$17,056.07 (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. September Calendar
- C. Programming Flyers

## **Director's Report – Pages 15-18– Informational review to receive and file**

### A. Infographic – Page 18

*Elyshia has decided to renew CADL's insurance policy with Decker Agency. The 2025 Renewal Premium is \$7,097-an 18.3% increase of \$1,097.*

## **Committee Reports: None**

## **Unfinished Business:**

### A. Strategic Plan Considerations – Page 19

*Discussion took place regarding three major library projects: construction of a handicap ramp for the south entrance, conversion of the Shakespeare Garden, and space for expanded programming in the Community Room. It was decided that Elyshia should prioritize investigation of the ramp because it will probably be the most involved and costly project. Stephanie suggested BCI a local company who built the new Wright Township Hall and Amy will seek out a possible project engineer. Members suggested Elyshia could start plans for the Community Room since they involve ordering/installing storage cabinets, venting for an engraving machine, and adding a clean up area with a sink. This seems to be the least complicated of the projects. Plans for the Shakespeare Garden are open for investigation at this point. Board members will be brainstorming and looking to see how other libraries, schools, businesses utilize their outdoor spaces and bring ideas back to the director and board.*

## **New Business – Pages 20-23**

### A. Pest Control Policy – Pages 20-21

**M/S (A. Deming, G. Dunn) to approve** the Revised Pest Control Policy (Pages 20-21).

Motion carried.

### B. Security Camera Policy - Page 22

**M/S (R. DeVries, S. Maycroft) to approve** the Revised Security Camera Policy (Page 22).

Motion carried.

### C. Copy /Printing Pricing – Page 23

**M/S (S. Maycroft, A. Deming) to approve** the Revised Copy/Printing Pricing (Page 23).

Motion carried.

## **Public/Board Comments: None**

**Adjournment:** 8:38 pm.

**Next Meeting:** September 17, 2025 at 7:00 pm.

