

Coopersville Area District Library
333 Ottawa Street
Coopersville MI 49404

MINUTES FROM THE BOARD MEETING ON: AUGUST 19, 2020

Call to Order: Judy VanDongen called the meeting to order at 7:00 pm.

Members present: Judy VanDongen, Roland DeVries, Pat Lindberg, Stephanie Mayrose, Norine Fox

Absent: Bob TerAvest, Arno Driedger

Staff present: LaVonne Marshall, Kim Loschutz (new bookkeeper)

LaVonne introduced Kim Loschutz, our new bookkeeper, and complimented her timely review of the books in anticipation of the annual audit. Kim was welcomed by the board and thanked for her eager attention to the business concerns of the library.

Approval of Agenda: M/S (R. DeVries, S. Mayrose) to approve 8/19/2020 agenda. Motion carried.

Approval of Minutes: M/S (P. Lindberg, R. DeVries) to approve the 7/15/2020 board meeting minutes. Motion carried.

Public Comment: No public present

Financial Reports:

A). M/S (S. Mayrose, R. DeVries) to receive and file August 2020 General Operations Balance Sheet & Budget vs. Actual. Motion carried.

B). M/S (R. DeVries, P. Lindberg) to approve July expenditures #19800 - 19809 transactions totaling \$20,934.90. Motion carried.

C). M/S (S. Mayrose, R. DeVries) to approve August checks to date #19810- #19829 including ACH transactions totaling \$8,838.81. Motion carried.

D). M/S (R. DeVries, P. Lindberg) to receive and file August Statement of Income. Motion carried.

E). M/S (S. Mayrose, R. DeVries) to receive and file Mastercard Reconciliation Detail. Motion carried.

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

G). M/S (R. DeVries, P. Lindberg) to receive and file Ottawa County Penal Fine distribution. Motion carried.

H). M/S (R. DeVries, S. Mayrose) to receive and file the Flex Fund Renewal. Motion carried.

Correspondence and Marketing: M/S (R. DeVries, P. Lindberg) to receive and file. Motion carried.

A. CADL Press Releases

B. State of MI Grant Award Notification – CARES Grant

C. CACF Grand Award – Live Stream Video Support

D. City of Coopersville Cross Connection Control Program Testing

E. Advanced Plumbing Invoice- Proof of compliance and reporting

F. Rotary Reading Bus Donation Thank You

M/S (R. DeVries, S. Mayrose) to receive and file the August Director's Report. Motion carried.

Committee Reports: Personnel Committee meeting with LLC Director, Carol Dawe.

Pat Lindberg reported on progress of new director search.

Position will be announced on Thursday August 20 and application deadline is Monday, September 7th at 3:00 pm.

Carol Dawe, LLC Director, will review applicants and narrow down the field.

Personnel Committee will interview candidates during the week of September 14, 2020 and finalists will be interviewed during the week of September 21, 2020.

Roland DeVries applied weed killer to parking lot (thank you, Roland) and LaVonne will contact someone regarding the painting of new lines on the lot.

New Business:

- A). M/S (R. DeVries, P. Lindberg) to approve September Calendar of Events. Motion carried.
- B). M/S (R. DeVries, P. Lindberg) to receive and file Gambridge & Co. Audit Letter of Engagement. Motion carried.
- C). M/S (P. Lindberg, S. Mayrose) to receive and file CACF Fund Reports. Motion carried.

Unfinished Business:

- A). M/S (P. Lindberg, R. DeVries) to approve CADL Director Ad and Position Description. Motion carried.
- B). M/S (P. Lindberg, R. DeVries) to approve New Director Wage and Benefits. Motion approved.
- C). M/S (P. Lindberg, S. Mayrose) to receive and file Questions for semi-finalist candidates. Motion carried.
- D). M/S (R. DeVries, S. Mayrose) to approve Policy 329 update. Motion carried.

Public/board Comments:

LaVonne will discuss the option of another 3 year contract with Gabridge & Company (the accounting firm that conducts the library's annual audit) or bid out this service to other firms.

LaVonne is developing a new calendar for the new director.

\$1,000 was donated to the library in memory of Joanne Anderson (longtime supporter of the library) who passed away on April 12, 2020.

LaVonne recommends that the library continue its membership in the Coopersville Rotary and mentioned that the library is part of the Downtown Development Authority.

Next Meeting: Tuesday, September 15, 2020 (changed from Sept. 16 per Lavonne's request)

Adjournment: 8:00 pm