

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from March 19, 2025 Board Meeting

Call to Order: Vice-President Roland DeVries called the meeting to order at 6:57 pm.

Members Present: Roland DeVries, Pat Lindberg, Stephanie Mayrose, Greg Dunn, Amy Deming, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: Sue Boomgaard-Rasch, Kathi Waldecker

M/S (S. Mayrose, A. Deming) to approve 3/19/2025 agenda (Pages 1-2). Motion carried.

**Quote from Phil's Lawn Service was added to Grounds section of agenda.*

M/S (G. Dunn, P. Lindberg) to approve 2/19/2025 minutes (Pages 3-4). Motion carried.

Public Present/Comments: No public present

Financial Reports:

- A. Informational review to receive and file March Operations: Balance Sheets & Budget vs. Actual (Pages 5-6).**
- B. M/S (S. Mayrose, P. Lindberg) to approve** February expenditures, including ACH transactions totaling \$11,012.15; Net income to expenses \$24,049.88 (Page 7). Motion carried.
- C. Informational review to receive and file Statement of Income (Page 8).**
- D. Informational review to receive and file Visa Reconciliation Detail (Pages 9-10).**
- E. Informational review to receive and file CADL Building Expansion Budget Performance (Page 11).**

Correspondence/Marketing: – Pages 12-14 – Informational review to receive and file

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

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

**Proposed "Mother's Room" will need electricity, locks, & furniture. Estimated cost is \$2,500.00.*

**Dr. Seuss Birthday Party had highest attendance ever. Thank you, Brenda and staff.*

**Summer Reading theme is "Color Your World."*

**Consumer's Credit Union 12 month CD was renewed at 4.10%.*

**Federal funding cuts to libraries will eliminate MEL/Michigan eLibrary. Cuts take effect in October 2025.*

Committee Reports: - Pages 18-20 – Informational review to receive and file

A. Finance Committee Minutes-March 6, 2025 – Pages 18-20

Unfinished Business: - Pages 21-27

A. Logo

M/S (G. Dunn, N. Fox) to approve final logo design pending any major objections. Motion carried.

B. Grounds – Pages 21-22

M/S (R. Devries, A. Deming) to approve the landscaping quote of \$2,400 for spring/summer 2025 from Phil's Lawn Service with addition of sidewalk edging repair and maintenance, removing old landscape edging, applying preemergent and bark to plant beds and parking lot island (Unnumbered page following page 22). Motion carried.

C. Palace Project Overview – Pages 23-27

**Palace Project will be a supplement to Hoopla which cannot be financially sustained. It will offer more electronic resources at a cheaper price.*

New Business: Pages 28-53

A. Budget First Reading

1. Operations Budget 2024-2025 Amendments, 2025-2026 Budget Proposal (Pages 28-32, 36).
2. Debt Budget 2024-2025 Amendments, 2025-2026 Budget Proposal (Pages 33-34, 36)
3. Capital Budget 2024-2025 Amendments, 2025-2026 Budget Proposal (Pages 35-36)
4. Strategic Plan Consideration – Assigned for Subsequent Years Budget Appropriation

**Second budget reading will be in April, third in May, and final reading in June 2025.*

B. Policies

1.M/S (G. Dunn, S. Mayrose) to approve Capital Assets Policy (Pages 37-39). Motion carried.

2.M/S (S. Mayrose, A. Deming) to approve Procurement Policy (Pages 40-49). Motion carried.

**Price changes provide flexibility with purchasing.*

3.M/S (P. Lindberg, S. Mayrose) to approve Fund Balance Policy (Pages 50-52). Motion carried.

**This policy will create one that was not on file.*

C. Removal of Fund Balance Assignment

M/S (A. Deming, G. Dunn) to approve Removal of Assigned Fund Balance Designation of \$250,000 as recommended by the Finance Committee, Director, and Bookkeeper (Page 53). Motion carried.

**A roll call vote was taken and all present board members voted to approve the motion.*

Public/Board Comments: *Elyshia is considering pay increases for staff. How can we prepare for economic uncertainty in the future? Director's evaluation forms are due April 2, 2025. Please return them to the circulation desk. Pat Lindberg will collect and tally them.*

Adjournment: 8:40

Next Meeting: April 16, 2025 at 7:00 p.m.