

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on Aug 21, 2024.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:04 pm.

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

Staff Present: Elyshia Hoekstra/Director, Kim Lothschutz/Bookkeeper, Carol Dawe/Lakeland Library Cooperative

Absent: None

M/S (K. Waldecker, S. Mayrose) to approve 8/21/2024 agenda (Page 1-2). Motion carried.

Oaths of Office (Page 3).

Board members took their Oath of Office in the presence of Kim Lothschutz who was able to notarize the oaths.

M/S (P. Lindberg, A. Deming) to approve 7/17/2024 Board Minutes (Pages 4-5). Motion carried.

Public Present/Comments: None

Strategic Plan Report presented by Carol Dawe (Pages 6-12) – Informational Review

Carol Dawe from Lakeland Library Cooperative presented the draft of the CADL Strategic Plan October, 2024 - October, 2026. Here are some of the highlights and discussion points.

**Carol mentioned that the focus group was the 2nd largest group she has worked with. The group was very positive, but its positivity makes it difficult to write a plan.*

**The idea is to plan to work and then work the plan.*

**Questions about the library's hours came up on the surveys but not so much in the focus group so another survey will have to be done.*

**Mini surveys or access to a QR code may be more helpful in gathering data for some issues.*

**Board could not agree on a new Mission Statement but did agree that connection should be the focus. Need to brainstorm more words for the mission statement.*

**Need to develop a small strategic plan for the board.*

Financial Reports:

- A. **Informational review to receive and file August Operations: Balance Sheets & Budget vs. Actual (Pages 13-19).**
- B. **M/S (K. Waldecker, R. DeVries) to approve June expenditures, including ACH transactions #21034-21080 totaling \$27,116.41 (Pages 20-21).** Motion carried.
- C. **M/S (K. Waldecker, S. Mayrose) to approve July 1st-11th expenditures, including ACH transactions #21052, 21062, 21074-21085 totaling \$16,810.09. (Page 22).** Motion carried.
- D. **M/S (K. Waldecker, R. DeVries) to approve July 12th -30th expenditures, including ACH transactions #21088-21098 totaling \$8,66748 (Page23).** Motion carried.
- E. **M/S (R. DeVries, P. Lindberg) to approve August checks to date, including ACH transactions #21099-21104 totaling \$21,47270 (Page 24).** Motion carried.
- F. **Informational review to receive and file Statement of Income (Page 25).**

G. Informational review to receive and file Visa Reconciliation Detail (Pages 26-27).

H. Informational review to receive and file CADL Building Expansion Budget Performance (Page 28).

Correspondence/Marketing: – Pages 29-30 – Informational review to receive and file

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

Classic Film Festival attendance averaged 8-9 viewers per film.

Minecraft Monday went well. Friends of the Library helped to support this activity.

Director's Report: – Pages 31-36 – Informational review to receive and file

- A. Friends Minutes – Pages 35-36

Committee Reports: - Informational review to receive and file

- A. Grounds Committee – Page 37

After reviewing the quotes from Summit the board decided that it would be a good idea to reach out for more quotes from other landscape companies.

Unfinished Business:

Shade company never showed up on August 20 to repair/replace the broken shade in the community room. Elyshia will follow up to find out why no one came.

New Business:

- A. M/S (R. DeVries, P. Lindberg) to approve** Grant Resolution – Par Plan – Smart Thermostats (Page 38-39). Motion carried.

CADL has five separate heating/cooling zones that require separate thermostats.

- B. Summit Landscaping Quote (Pages 40-44) – Informational Review**

- C. Library Signs (Not ready – No Action)**

Elyshia would like signs directing patrons to large parking lot on the south side of building & signs to handicapped parking on the north.

- D. Closed Day – October 19, 2024**

M/S (G. Dunn, A. Deming) to approve CADL closure on October 19, 2024. Motion carried.

Closing so staff can attend Assistant Director Katie VanHuis's wedding.

Public/Board Comments: None

Adjournment: 8:42 pm

Next Board Meeting: September 18, 2024 at 7 pm.