

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

**Minutes from October 15, 2025 Board Meeting**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:02 pm.

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

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** None. All members present.

**M/S (A. Deming, S. Mayrose) to approve** 10/15/2025 agenda with the addition of quote from BCI (Page 1). Motion carried.

**M/S (G. Dunn, R. DeVries) to approve** 9/17/2025 Board Meeting minutes (Pages 2-3). Motion carried.

**Public Present/Comments:** No public present.

**Financial Reports:**

- A. Informational review to receive and file September Operations: Balance Sheets & Budget vs. Actual (Pages 4-7).**
- B. M/S (A. Deming, P. Lindberg) to approve** September expenditures, including ACH transactions #21424-21434 totaling \$9,867.89 (Page 8). Motion carried.
- C. M/S (S. Mayrose, K. Waldecker) to approve** October checks to date, including ACH transactions #21435-21440 totaling \$26,052.47 (Page 9). Motion carried.
- D. Informational review to receive and file Statement of Income (Page 10-11).**
- E. Informational review to receive and file Visa Reconciliation Detail (Page 12).**  
*\*Amy D. raised a concern regarding the amount of Amazon purchases. Elyshia explained the purchases in her Director's Report.*
- F. Informational review to receive and file CADL Building Expansion Budget Performance (Pages 13-15).**

**Correspondence/Marketing: – Pages 16-18 – Informational review to receive and file**

- A. November Calendar
- B. CADL Press Releases
- C. Programming Flyers

## **Director's Report – Pages 19-21 – Informational review to receive and file**

*\*Bookkeeper Kim L. is recuperating from her surgery and currently working from home.*

*\*The Library of Things is growing and will be available for checkout when added to the Lakeland catalogue.*

*\*CADL is partnering with Coopersville Senior Center for new programming closer to senior residents.*

*\*Baker & Taylor Publisher Services is closing so Elyshia has had to turn to other providers for book orders. This explains why there has been such an increase in purchases from Amazon. Ot*

*\*CADL's Teen Advisory Board will be entering a float in Coopersville's "Parade of Lights" Santa Parade on Friday, December 6, 2025.*

*\*Fire inspection was conducted and CADL was warned about two deficiencies: 1) duct box in basement with clamps on an old furnace and 2) the alarm box in the children's room needs to be refitted. Coopersville Polkton Fire & Rescue's Chief Kroll "will accept the deficiencies and wait until next year's inspection." No fine should be incurred.*

## **Committee Reports: None**

### **Unfinished Business:**

*Elyshia reviewed the quote of \$83,000.00 from BCI Construction for an ADA-Compliant ramp on the south side of the building and installation of cabinets, washdown sink, and mechanical vent work in the community room. It was noted that the bid did not include adding handicap entry doors to the south entrance. After discussion it was decided that Elyshia will advertise for additional bids before accepting the bid from BCI.*

## **New Business – Pages 22-29**

### **A. Job Descriptions – Pages 22-26**

**M/S (A. Deming, R. DeVries) to approve** Job Descriptions for Circulation Manager and Circulation Assistant (Adult Programming) (Pages 22-26). Motion carried.

### **B. Quarter 4 Strategic Plan Update – Page 27-28**

### **C. Quarter 4 Strategic Plan Considerations – Page 29**

**Public/Board Comments:** *Members will continue to collect "inspiration photos" for the future plans for the Shakespeare Garden area.*

**Adjournment:** 8:02 p.m.

**Next Board Meeting:** November 19, 2025 at 7:00 p.m.