

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from April 16, 2025 Board Meeting

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:00 pm.

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

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

Absent: None

M/S (S. Mayrose, R. DeVries) to approve 4/16/2025 agenda (Pages 1-2). Motion carried.

M/S (R. DeVries, P. Lindberg) to approve 3/19/2025 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 (Amy Deming, S. Mayrose) to approve March expenditures, including ACH transactions #21261-21288 totaling \$24,902.27; Net income to expenses \$23,752.88 (Pages 7-8). Motion carried.

C. M/S (K. Waldecker, P. Lindberg) to approve April checks to date, including ACH transactions #21280-21301 totaling \$151,697.45 (Page 9) Motion carried.

D. Informational review to receive and file Statement of Income (Page 10).

E. Informational review to receive and file Visa Reconciliation Detail (Pages 11-12).

F. Informational review to receive and file CADL Building Expansion Budget Performance (Page 13).

Delinquent tax funds arrived after this report.

G. M/S (R. DeVries, A. Deming) to approve Coopersville Area Foundation Fund Requests of \$1,165.00 from the Robert and Judy VanDongen Fund and \$4,342.00 from the Westrate Children's Library Endowment Fund (Pages 14-15). Motion carried.

Correspondence/Marketing: – Pages 16-19 – Informational review to receive and file

- A. CADL Press Releases
- B. May, June, July Calendars
- C. Programming Flyers

Director's Report: – Pages 20-25 – Informational review to receive and file

Budget for Mother's room will likely increase with the installation of dimmable lighting, exhaust fan, and a door lock.

Committee Reports: None

Unfinished Business: - Pages 26-37

A. Budget Second Reading – Discussion/Informational review to receive and file

1. Operations Budget 2024-2025 Amendments, 2025-2026 Budget Proposal (Pages 26-32, 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 (Page 37)

Budget amendments include the following for 2025: staff changes and grounds maintenance.

Budget amendments include the following for 2026: plumbing and electricity costs, audit increase, Mother's room, and carpet cleaning.

B. Palace Project – Discussion item

M/S (R. DeVries, K. Waldecker) to approve subscribing to Palace Project plus add-ons. Motion carried.

New Business: Pages 38-40

A. 2nd Quarter Strategic Plan Update – Information

Closed session begins: 8:22 pm.

Pat Lindberg shared the results from the director's evaluation forms and Elyshia received an average score of 4.23. The board voted to renew Elyshia's contract and granted her a 4% Merit Pay increase. Thank you, Pat, for coordinating the director's evaluation process.

B. M/S (S. Mayrose, A. Deming) to approve 4% Merit Pay increase for Director Elyshia Hoekstra and renewing her contract for 2025-2026. Motion carried.

Closed session ends: 8:35 pm.

Public/Board Comments: Either Katie VanHuis or Kim Lothschutz will preside over the May board meeting while Director Elyshia Hoekstra is on maternity leave.

Adjournment: 8:40 pm.

Next Meeting: May 21, 2025 at 7:00 p.m.