

**Paw Paw District Library
Board Meeting
January 21, 2019**

AGENDA:

GENERAL BOARD MEETING

- Item 1 Call to order
- Item 2 Public comment
- Item 3 Induction of Newly Elected Members
- Item 4 Minutes (motion)
- Item 5 Review financial reports
- Item 6 Review bills to be paid - Balance ending 2018 (motion)
- Item 7 Review bills to be paid - January (motion)
- Item 8 Director's report
- Item 9 Attorney's report
- Item 10 Call for additions to agenda
- Item 11 Committee Reports:
 - Building and Grounds:**
 - Finance:**
 - Long-Range Planning:**
 - Personnel and Nominating:**
 - Policy and By-Laws:**
- Item 12 New Business:
 - 1 Nominations and Elections of Officers
 - 2 Committee Changes
 - 3
- Item 13 Adjournment

**Paw Paw District Library
Board Meeting
January 21, 2019**

Present: Catey Bolton, Sharon Bennett, Laurie Cooper, Dave Cushing, Julie Pioch, Brian Wiersma, Suzanne Miller, Attorney Brien Heckman, Director John Mohny, and Technology Consultant Debby Stassek.

Citizens: Jim Miller.

Call to order at 7:02 P.M.

A thank you note from Gregory Butler was shared with the Board.

Public Comment: None.

Newly elected Board members were sworn in by Bennett and Attorney Heckman. (see induction document attachment)

Minutes from the December 17, 2018 Board Meeting were approved as written.

Motion to approve the minutes was made by Pioch and supported by Cooper.

Yea: 5

Nay: 2

The motion carried.

Financial Report:

**Beginning December 15, 2018 and ending
December 31, 2018.**

Wages	\$18,315.16
Benefits	\$ 7,167.12
Misc. Bills	\$ 5,075.50
Total	\$ 30,557.78

**Beginning January 1, 2019 and ending January
18, 2019.**

Wages	\$35,719.03
Benefits	\$-----
Misc. Bills	\$16,824.57
Total	\$52,543.60

Review of December Bills to be Paid:

**Director Mohny explained that because the
Special Events line item is now combined under
Programming and there are only 2 bus trips
planned in January and December, the special
events report will not be listed in the Board packet
every month this year.**

**The Board requested he reserve a bus for
December 2019.**

**Under #804, the Zoobean/Beanstack could help
tally reading hours for 1000 Books Before
Kindergarten and our Summer Reading Program.
Additionally, it could potentially track the reading**

history for those who create an account on their website.

Motion to pay the bills from December 15, 2018 and ending December 31, 2018 was made by Bolton with support from Pioch. A roll call vote on said motion was heard.

Yea: Bennett, Bolton, Cooper, Cushing, Pioch, Miller, and Wiersma.

Nay: None.

Review of January Bills to be Paid:

Under Digital Services (778), Midwest Tape required an additional payment of \$311.11 to cover Hoopla downloads in December. The \$2,500 amount is the advance payment for the new year. Motion to pay the bills from January 1, 2019 and ending January 18, 2019 was made by Cushing with support from Pioch. A roll call vote on said motion was heard.

Yea: Bennett, Bolton, Cooper, Cushing, Pioch, Miller, and Wiersma.

Nay: None.

Director's Report:

- 1. Director Mohny has received an estimate from Lounsbury Excavating indicating that site preparation, clearing, and paving the Soapy's Carwash site could take up to \$170,000; but repaving, adding a sidewalk,**

etc. could be delayed to lower costs. Mohney received a copy of a property appraisal from owner Bill Newell. Newell's current asking price is \$265,000. Attorney Heckman recommended the Library seek their own appraisal from someone who specializes in appraising commercial properties.

A motion was made by Pioch with support from Bolton to charge Building and Grounds Committee with seeing that a commercial appraisal is set up and completed. Mohney will make the initial inquiry and email contact information to the Committee.

Yea: 7

Nay: 0

The motion carried.

- 2. Tutor.com was able to upload student lists and add a student ID login option for all Paw Paw Middle School and Paw Paw High School Students. No statistics are available yet, but usage for resumes and homework help is expected to increase.**
- 3. Theater and Dance classes begin Friday, January 25. Teachers at the Middle School and High School are helping to promote this program. A code of conduct, poster, and parental permission slip are ready, along with Facebook and website announcements.**

- 4. Ellen Jones from Sea Land and Air Travel will present a “Cruising 101” program on Wednesday, January 23, from 5:30 to 7:30 P.M. The information will be generalized and no trips will be sold during the class.**
- 5. Board members requested a report from Ben Bowater’s parenting class and asked Mohny to look into scheduling a “Protect Young Eyes” internet safety class.**

Attorney’s Report: None

Additions to the Agenda:

Cushing suggested posting a sign stating that the Library is within 1,000 feet of a school. (actually about 600) to limit access to sex offenders and certain felons.

Committee Reports:

Building and Grounds: No report.

Finance: Information on Class IV library director salaries (2017) was distributed. Libraries in the Southwest Michigan Library Cooperative are highlighted.

Long-Range Planning: No report.

Personnel and Nominating: The Board will hold weekly Director Search Committee Meetings on Wednesdays at 10:00 A.M. These will be posted as open Board meeting and participants will be directed by signs to enter through the staff entrance. The Committee is currently working on the job postings list, a shorter version of the job description, a description of the Paw Paw community, and interview questions. The goal is to initialize all postings by February 1 and make first applications due by March 1. Financial assistance for candidates coming longer distances was discussed but no decision was made. Final interviews will be conducted before the full Board.

After discussion, a motion was made by Pioch with support from Bolton that the salary range for the new director to be between \$60,000 and \$80,000 commensurate with experience. The language in the postings will be left to the Search Committee, with the salary listed either as a range or as a minimum, with “a generous benefit package”.

Yea: 7

Nay: 0

The motion carried.

Policy and By-Laws: No report.

New Business: New officers were elected for 2019. They are President Sharon Bennett; Vice President Suzanne Miller; Secretary Julie Pioch; and Treasurer Catey Bolton.

Committee assignment will be addressed at the next regular Board meeting.

**The meeting adjourned at 9:00 P.M.
Respectfully submitted,**



Suzanne H. Miller

Recorded by Debby Stassek

INDUCTION OF NEW PAW PAW DISTRICT LIBRARY BOARD MEMBERS
JANUARY 21, 2019

Master of Ceremony:

.Thank you all for being willing to serve the greater Paw Paw Community by becoming an elected board member of the Paw Paw District Library.

The mission of the library is:

The Paw Paw District Library is dedicated to creating community by providing access to quality materials, technology and services, while inspiring a passion for reading and lifelong learning in a welcoming environment.

Board Members elected to serve 2019 through 2022 are: *(Please stand)*

Sherry Bennett, Catey Bolton, Suzanne Miller, and Brian Wiersma

Previously elected Board Members who are serving from 2017 through 2020 are:

Laurie Cooper, Dave Cushing, and Julie Pioch

Together we are committed to serving the community and the staff of the Paw Paw District Library to the best of our abilities.