

PAW PAW DISTRICT LIBRARY

Board Meeting

March 18, 2019

AGENDA:

GENERAL BOARD MEETING

Item 1 Call to order

Item 2 Public comment

Item 3 Minutes

Item 4 Approval of bills to be paid

Item 5 Report of the Library Director

Item 6 Attorney's Report

Item 7 Committee reports

- Policy and By-Laws
- Search Committee (Personnel)
- Property Committee (Building and Grounds)
- Long Range Planning
- Finance

Item 8 New business

Item 9 Adjournment

1 **PAW PAW DISTRICT LIBRARY**
2 **MONTHLY BOARD OF DIRECTORS MEETING**
3 **March 18, 2019**

4 President Sherry Bennett called the regular monthly meeting of the Paw Paw District
5 Library Board of Directors to order at 7:03 PM at the Paw Paw District Library, 609 W
6 Michigan Ave. Paw Paw.

7 Board members present: Sherry Bennett, President; Suzanne H. Miller, Vice-president;
8 Julie Pioch, Secretary; Dave Cushing, Brian Wiersma, Laurie Cooper and Catey Bolton

9 Staff members present: Library Director John Mohney and Attorney Brien Heckman

10 Public in attendance: Jim Miller

11 **PUBLIC COMMENT**

12 There was no public comment

13 **MINUTES**

14 A motion was made by Cushing and seconded to approve the minutes of February 18,
15 2019 as distributed. The motion was adopted.

16 A motion was made by Bolton and seconded to approve the minutes from the special
17 meeting of March 11, 2019 as corrected. The motion was adopted.

18 **FINANCIAL REPORT**

19 Director Mohney presented the monthly financial report that included:

- 20 • PNC Bank Card Statement dated 2/27/2019 with a balance due of \$1615.49
- 21 • A custom summary report showing total income of \$454,573.33 and total
22 expenses of \$56,637.58 for a net income of \$397,935.75 for the month of
23 February 2019.
- 24 • Profit & Loss Budget vs. Actual income and expenses for February 2019.
- 25 • Balance sheet as of 2/28/19 showing total liabilities and equity of \$1,360,935.12
- 26 • A list of bills to paid for 2/16/2019 to 3/15/2019 with total expenditures to be
27 paid of \$188,611.92. Included in the list were wages of \$35,744.55, and fringe
28 benefits of \$6255.76.

29 A motion was made by Miller and seconded to pay the bills as presented for the period
30 of 2/16/2019 to 3/15/2019 for a total of \$188,611.92. The motion was adopted with a
31 roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton Dave
32 Cushing, and Brian Wiersma; No: None).

33 **LIBRARY DIRECTOR REPORT**

34 Director Mohney provided a written year to date report on library program and services
35 usage and PPDL program summary for February 14 – March 13, 2019.

36 Director Mohney provided a verbal update on the following:

37

38 Mitch Lutzke, author of The Page Fence Giants will be at the PPDL on Monday April 1 at
39 6:00 PM as part of the Michigan Notable Author program.

40

41 The American Library Association has a series of short library board development tapes
42 that Director Mohney will obtain for use by the board to help with their learning. The
43 board discussed dedicating time at each board meeting to watch the videos.

44

45 An amended FOIA policy was distributed in an email to board members on March 18,
46 2019 and will be reviewed by the board at the April meeting.

47

48 **COMMITTEE REPORTS**

49 Policy and Bylaws Committee Report:

50 Proposed changes to the bylaws were presented to the board and will be voted on at
51 April meeting.

52 The need for a marijuana use policy was discussed. Policy committee will review
53 amendments to the current DRUG AND SMOKE FREE WORKPLACE POLICY
54 drafted by Attorney Heckman and bring a recommendation to the board at a future
55 meeting.

56 Gift card/tips policy. Policy committee requested that Director Mohney have staff put
57 together a draft for the committee to discuss and bring to board for review.

58 Director Search Committee Report:

59 Suzanne Miller provided an overview of progress on the new director search. One
60 candidate has withdrawn since the March 11 meeting.

61 A motion was made by Pioch and seconded to hold a special meeting to hold phone
62 interviews for director candidates on April 6 from 9 AM until 3:00 PM at the library. The
63 motion was adopted.

64 Building & Grounds Committee: on behalf of the committee, Director Mohney led a
65 discussion on the options related to purchase of the Soapy's property.

66 President Bennett made the following committee assignments for 2019:

67 Finance – Catey Bolton, Dave Cushing, Julie Pioch

68 Long Range Planning – Brian Wiersma, Catey Bolton, Laurie Cooper

69 Buildings & Grounds – Brian Wiersma, Suzanne Miller

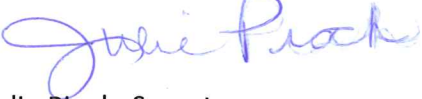
70 Personnel Committee – Sherry Bennet; Suzanne Miller,

71 Policy & Bylaws: Sherry Bennett, Julie Pioch, Dave Cushing

72 **NEW BUSINESS - none**

73 The meeting was adjourned at 8:50 PM

74 Minutes prepared by:

75 

76 Julie Pioch, Secretary

77 Date Approved: 4/15/19