

PAW PAW DISTRICT LIBRARY
MONTHLY BOARD OF DIRECTORS MEETING
September 16, 2019

Vice President Suzanne Miller called the regular monthly meeting of the Paw Paw District Library Board of Directors to order at 7:02 PM at the Paw Paw District Library, 609 W Michigan Ave. Paw Paw.

Board members present: Suzanne Miller, Julie Pioch, Dave Cushing, Catey Bolton, and Laurie Cooper. Brian Wiersma arrived at 7:43. Absent: Sherry Bennett,

Staff present: Library Director Gretchen Evans, Jennifer O'Donnell

Public in attendance: Jim Miller

PUBLIC COMMENT: None

MINUTES

A motion was made by Cushing and seconded to approve the minutes of the regular meeting of August 19, 2019 as distributed. The motion was adopted.

A motion was made by Bolton and seconded to approve the minutes from the special meeting September 4, 2019. The motion was adopted

FINANCIAL REPORT

The monthly financial report included:

- PNC Bank Card Statement dated 8/30/2019 with a balance due of \$842.17
- A custom summary report showing total income of \$14580.96 and total expenses of \$71,718.73 for a net income of \$(57137.77) for the month of August 2019.
- Profit & Loss Budget vs. Actual income and expenses January thru August 2019.
- Balance sheet as of 7/31/2019 showing total liabilities and equity of \$1,250,795.84
- A list of bills to paid for 8/3/2019 to 9/13/2019 with total expenditures to be paid of \$135,984.40. Included in the list were wages of \$50,650.43 and fringe benefits of \$6963.01.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 8/3/2019 to 9/13/2019 for a total of \$135,984.40. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing, Catey Bolton, No: None).

LIBRARY DIRECTOR REPORT

Director Evans provided a written report of her activities for the month, year to date library program and services usage and a PPDL program summary for September Activity.

Soapy's Property Purchase Update: The board discussed the purchase purpose statement developed by Director Evans that she provided in her written report.

36 **COMMITTEE REPORTS**

37 **Finance Committee**

38 On behalf of the finance committee, Catey Bolton moved that the board authorize Gretchen
39 Evans to obtain two credit cards in her name for use by the library staff. The motion was
40 adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing, Catey Bolton, No:
41 None).

42 **NEW BUSINESS**

43 Following discussion of authorized signers on the checking accounts and access to accounts for
44 the new director, a motion was made by Catey Bolten and seconded to grant access to and
45 permission to sign on all library bank accounts and credits cards to the following individuals
46 Gretchen Evans, Suzanne Miller, Kayla Dies, Catherine Bolton, Jennifer O'Donnell and to
47 remove John Mohny from the same. The motion was adopted with a roll call vote (Yes:
48 Suzanne Miller, Julie Pioch, Dave Cushing, Catey Bolton, Brian Wiersma No: None).

49 In addition, the following resolution was moved by Catey Bolton and seconded:

50 WHEREAS, the Paw Paw District Library has hired Gretchen Evans as Library Director;

51 WHEREAS, pursuant to her duties Gretchen Evans needs access to and control of the Paw Paw
52 District Library Bank Accounts;

53 WHEREAS, John Mohny, former Director of the Paw Paw District Library, no longer needs
54 access to the Paw Paw District Library Bank Accounts;

55 NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES as follows:

56 1) Gretchen Evans is hereby added as a signatory and has full access to Paw Paw District
57 Library Credit Card Accounts, including but not limited to PNC Credit Card Accounts
58 ending in:

59 a. 7640

60 2) Gretchen Evans is hereby added as a signatory and has full access to all Paw Paw
61 District Library Bank Accounts, including but not limited to PNC Bank Accounts ending
62 in:

63 a. 7449 (checking)

64 b. 5473 (ICS)

65 3) Gretchen Evans is hereby added as a signatory and has full access to all Paw Paw
66 District Library Bank Accounts, including but not limited to Mercantile Bank Accounts
67 ending in:

68 a. 0682 (checking, ICS)

69 b. 0960 (bond)

70 4) John Mohney is hereby removed from all above accounts, is no longer a signatory,
71 and no longer has accesses thereto.

72 The resolution was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing,
73 Catey Bolton, Brian Wiersma No: None).

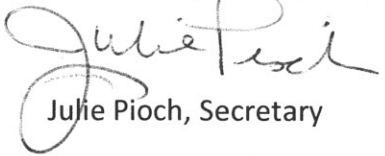
74 **Property Line Adjustments**

75 Dave Cushing provided a report to the members describing the condition of the property lines
76 between the library and the neighboring property owned by Paw Paw Rentals. After discussion
77 about the possibility of a future discussion with the adjacent property owners about trading
78 land, it was moved by Cushing and seconded to add the described triangle of property in
79 question to the Phase II site assessment being completed by Holcene Environmental. Motion
80 passed. Attorney Heckman was instructed to write up a letter to get Paw Paw Rentals
81 permission to access the property.

82 By consensus of the board, an Open House for Director Evans will be held October 23, 5 PM to
83 7PM. Expenses for the event to be paid from the programming account line item.

84 The meeting was adjourned at 8:14 PM

Minutes prepared by:



Julie Pioch, Secretary

Date Approved: 10/21/2019