

**Paw Paw District Library  
Board Meeting  
October 21, 2019, 7:00 pm**

AGENDA:

GENERAL BOARD MEETING

- Item 1 Call to order
- Item 2 Additions or revisions to agenda
- Item 3 Public comment
- Item 4 Minutes
- Item 5 Approve bills to be paid
- Item 6 Director's report
- Item 7 Committee reports:
  - Building and Grounds:**
  - Finance:**
  - Long-Range Planning:**
  - Personnel and Nominating:**
  - Policy and By-Laws:**
- Item 8 Board member reports:
- Item 9 Unfinished business:
- Item 10 New business:
  - 1. 2019 Budget Amendments
  - 2. 2020 Wage Proposal
  - 3. 2020 Budget Proposal
  - 4. Fine Free/Circulation Policy
  - 5. Holiday Schedule
  - 6. Anniversary Celebration
- Item 11 Adjournment

**PAW PAW DISTRICT LIBRARY**  
**MONTHLY BOARD OF DIRECTORS MEETING**  
**October 21, 2019**

1  
2  
3  
4 President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library  
5 Board of Directors to order at 7:00 PM at the Paw Paw District Library, 609 W Michigan Ave.  
6 Paw Paw.

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

9 Staff present: Library Director Gretchen Evans, Attorney Brien Heckman

10 Public in attendance: Jim Miller, Eric Larcinese

11 **PUBLIC COMMENT:** None

12 **Report from Holocene Environmental**

13 Eric Larcinese, Owner of Holocene Environmental presented a review of his Phase II  
14 Investigation Letter of Findings of the Soapy's property.

15 **MINUTES**

16 A motion was made by Miller and seconded to approve the minutes of the regular meeting of  
17 September 16, 2019 as distributed. The motion was adopted.

18 **FINANCIAL REPORT**

19 The monthly financial report included:

- 20
- 21 • PNC Bank Card Statement ending 9/29/2019 with a balance due of \$578.29
  - 22 • A custom summary report showing total income of \$6233.14 and total expenses of  
23 \$121,839.09 for a net income of \$(-115,605.95) for the month of September 2019.
  - 24 • Profit & Loss Budget vs. Actual income and expenses January thru September 2019.
  - 25 • Balance sheet as of 9/30/2019 showing total liabilities and equity of \$1,135,189.89
  - 26 • A list of bills to paid for 9/14/2019 to 10/18/2019 with total expenditures to be paid of  
27 \$71,836.84 Included in the list were wages of \$39,600.63 and fringe benefits of  
\$6,888.06.

28 A motion was made by Miller and seconded to pay the bills as presented for the period of  
29 9/14/2019 to 10/18/2019 for a total of \$71,836.84. The motion was adopted with a roll call  
30 vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing, Brien Wiersma, Laurie Cooper, Sherry  
31 Bennet No: None).

32 **LIBRARY DIRECTOR REPORT**

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

35

36 **NEW BUSINESS**

37 2019 Budget Amendments

38 Director Evans presented proposed 2019 budget amendments for discussion by the board.  
39 Following her presentation, a motion was made by Pioch and seconded to adopt the budget  
40 amendments as follows:

Income:	2019 Budget	Amendment
566 State Aid	9000	10,800
573 PPT Reimbursement - Operating	15,500	33,600
Total Income	910,000	929,900
Debt Income:		
404 Millage – Debt	159,624	164,862
573 PPT - Debt	0	7,495
Expense:		
801 Professional Services	29,000	39,000
881 Community Promotion	0	500
929 Capital Improvements	40,000	155,000
950 Contingency	25,000	13,000
Total Expense	1,010,000	1,123,500

41

42 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing,  
43 Brien Wiersma, Laurie Cooper, Sherry Bennet No: None).

44 2020 Personnel Wage Proposal

45 Director Evans presented her ideas for personnel plans going forward and presented  
46 justification for an increase in wages for personnel in the 2020 budget. Following discussion, a  
47 motion was made by Pioch and seconded to offer a 2.8% raise across the board for all  
48 personnel except for the Director in the 2020 budget. The motion was adopted with a roll call  
49 vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing, Brien Wiersma, Laurie Cooper, Sherry  
50 Bennet No: None).

51 2020 Budget

52 Director Evans presented a Draft 2020 PPDL Budget Proposal. The budget adoption is to be  
53 placed on the agenda after the public hearing at the December 2019 meeting.

54 Fine Free/Circulation Policy

55 Director Evans presented a draft Circulation Policy. After discussion it was determined that it  
56 would be placed on agenda for adoption next month.

57 Holiday Schedule

58 Director Evans presented a proposed Holiday Schedule. After discussion and amendments, a  
59 motion was made by Pioch and seconded to adopt the 2020 Holiday schedule as follows:

60 2020 Holiday Schedule

61 Wednesday, January 1 (New Year's Day)

62 Monday, May 25 (Memorial Day)

63 Friday, July 3 & Saturday July 4 (Independence Day)

64 Monday, September 7 (Labor Day)

65 Wednesday, November 25<sup>th</sup> (Thanksgiving Eve – close at 5pm)

66 Thursday, November 26 (Thanksgiving Day)

67 Thursday, December 24 (Christmas Eve)

68 Friday, December 25 (Christmas Day)

69 Thursday, December 31<sup>st</sup> (New Year's Eve – close at 5pm)

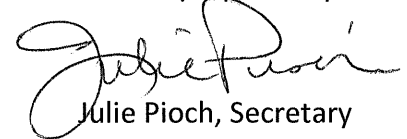
70 The motion was adopted.

71 Soapy's Property Purchase

72 After discussion of whether or not we were satisfied with the environmental test results on the  
73 Soapy's property, a motion was made by Cooper and seconded to reduce the offer to purchase  
74 the property to \$110,000 to allow for the library to invest more in the environmental testing if  
75 needed in the future; and to order Holocene Environmental to submit a baseline assessment to  
76 the state and provide the board with a due care plan for the property if the offer is accepted by  
77 the current owner. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie  
78 Pioch, Dave Cushing, Brien Wiersma, Sherry Bennet No: Laurie Cooper).

79 The meeting was adjourned at 9:01 PM

Minutes prepared by:

  
Julie Pioch, Secretary

Date Approved: 11/18/19