

**Paw Paw District Library  
Board Meeting  
November 18, 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:
  - 1. Fine Free/Circulation Policy
- Item 10 New business:
  - 2. 2020 Officers
- Item 11 Adjournment

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

4 President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library  
5 Board of Directors to order at 7:02 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, Laurie  
8 Cooper, Catey Bolten Absent: Brian Wiersma.

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

10 Public in attendance: Jim Miller

11 **PUBLIC COMMENT:** None

12 **MINUTES**

13 A motion was made by Miller and seconded to approve the minutes of the regular meeting  
14 of October 21, 2019 as distributed. The motion was adopted.

15 A motion was made by Cushing and seconded to approve the minutes of the Special  
16 meeting of November 11, 2019 as distributed. The motion was adopted.

17 **FINANCIAL REPORT**

18 The monthly financial report included:

- 19 • PNC Bank Card Statement ending 10/30/2019 with a balance due of \$1270.63
- 20 • A custom summary report showing total income of \$8744.14 and total expenses of  
21 \$67425.52 for a net income of \$(-58,681.38) for the month of October 2019.
- 22 • Profit & Loss Budget vs. Actual income and expenses January thru October 2019.
- 23 • Balance sheet as of 10/31/2019 showing total liabilities and equity of \$1,076,508.51
- 24 • A list of bills to paid for 10/19/2019 to 11/15/2019 with total expenditures to be  
25 paid of \$189,122.63 Included in the list were wages of \$34,023.65 and fringe  
26 benefits of \$5,142.71

27 A motion was made by Miller and seconded to pay the bills as presented for the period of  
28 10/19/2019 to 11/15/2019 for a total of \$189,122.63 . The motion was adopted with a roll  
29 call vote (Yes: Suzanne Miller, Julie Pioch, Dave Cushing, Catey Bolton, Laurie Cooper, Sherry  
30 Bennet No: None).

31 **LIBRARY DIRECTOR REPORT**

32 Director Evans provided a written report of her activities for the month, year to date library  
33 program and services usage and a PPDL program summary for October 2019 Activity.

34 Committee Reports

35 Buildings and Grounds: Closing on the Soapy's property occurred November 15, 2019. The  
36 water is shut off but not capped. Director Evans will work with Village to try to negotiate a  
37 waiver from the "ready for service" fee. There is equipment that can to be sold inside the  
38 building, barriers and signage need to be erected so that consumers don't drive in and try to  
39 use the old carwash. Board member agreed that the committee and the Director are to  
40 continue to work between meetings on these details.

41 Finance Committee: The Committee reminded the board of the requirement to hold a  
42 public hearing prior to adopting the budget. Pioch moved and it was seconded to set the  
43 2020 Budget Public Hearing for 12/16/19 at 7:00 PM.

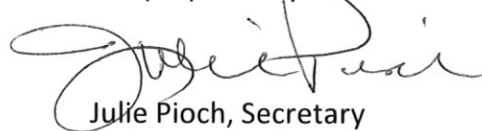
44 Personnel and Nominating: Officers will be voted on at the December meeting. Submit  
45 nominations to the committee before the meeting

46 **UNFINISHED BUSINESS**

47 Director Evans reviewed the Fine Free/Circulation Policy that was circulated to members  
48 prior to the meeting. After discussion and review of suggested changes, A motion was  
49 made by Bennet and seconded by Miller to adopt the Fine Free/Circulation Policy dated  
50 11/18/19 to go into effect December 1, 2019. Motion passed.

51 The meeting was adjourned at 9:01 PM

Minutes prepared by:



Julie Pioch, Secretary

Date Approved: 12/16/19