

**PAW PAW DISTRICT LIBRARY
MONTHLY BOARD OF DIRECTORS MEETING
August 17, 2020**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Directors to order at 7:02 PM via Zoom webinar in compliance with State of Michigan Executive Order 2020-75.

Board members present: Sherry Bennett, Suzanne Miller, Julie Pioch Catey Bolton, Laurie Cooper, Brian Wiersma and Krystal Seibert

Staff present: Library Director Gretchen Evans and Attorney Brien Heckman

Public in attendance: Jim Miller

PUBLIC COMMENT

Jim Miller from Friends of the library asked Attorney Heckman for assistance with the annual reporting requirements.

MINUTES

A motion was made by Miller and seconded to approve the minutes of the regular meeting of July 20, 2020 as corrected. The motion was adopted by a roll call vote. (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie Cooper, Brian Wiersma No: None).

A motion was made by Miller and seconded to approve the minutes of the special meeting of July 27, 2020. The motion was adopted by a roll call vote. (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie Cooper, Brian Wiersma No: None).

FINANCIAL REPORT

The monthly financial report included:

- PNC Visa Statements for August, 2020 with expenses of \$2070.83
- A custom summary report for July 2020 showing total income of \$11,344.58 and total expenses of \$82,120.48 for a net income of \$(-70,775.90)
- Profit & Loss Budget vs. Actual income and expenses January 1 through July 2020.
- Balance sheet as of 6/30/2020 showing total liabilities and equity of \$1,308,134.21
- A list of bills to paid for the period of 7/18/2020 to 8/14/2020 with total expenditures to be paid of \$62,903.50. Included in the list were wages of \$35,054.72 and fringe benefits of \$8,229.44

A motion was made by Miller and seconded to pay the bills as presented for the period of 7/18/2020 to 8/14/2020 with total expenditures of \$62,903.50 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie Cooper, Brian Wiersma No: None).

LIBRARY DIRECTOR REPORT

38 Director Evans provided a written report of her activities for the month and an update on
39 library operations. Noteworthy from her report was that Wig Curry is leaving library
40 employment after 33 years.

41 The pandemic plan has changed as it relates to handling cases of employees who have been
42 exposed. Gretchen reported that with school beginning August 31, the library is imposing a
43 rule that no one under 14 will be allowed in the library without a parent or guardian. This
44 rule will be added to the pandemic plan.

45 **COMMITTEE REPORTS**

46 **Buildings & Ground committee** – Vice-president Miller had a meeting with the lawncare
47 company to remove plants around the Welcome to Paw Paw sign. Patron Jaclyn Root
48 commented on how proud she and her family are of the library's grounds.

49 **NEW BUSINESS**

50 **Soapy's Update:** Soapy's Biddergy sale earned \$483.

51 Hazardous waste report revealed that we need to abate some common items. Report was
52 emailed to board members on August 4, 2020.

53 The board discussed the need to hold a special meeting dedicated to discussing a plan for
54 Soapy's redevelopment options. Gretchen was asked to determine a date to hold a special
55 meeting sometime in the next few weeks.

56

57 **Employee Handbook**

58 Updates to the Employee Handbook were discussed at the March, 2020 meeting but final
59 approval was never given by the board, therefore, it was moved by Cooper and seconded to
60 adopt the Employee Handbook dated 3/16/2020. The motion was adopted with a roll call
61 vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie
62 Cooper, Brian Wiersma No: None).

63

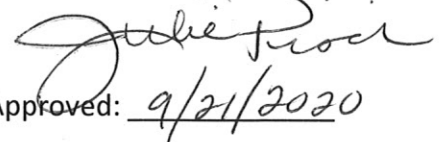
64 **Refunding the Bond**

65 The board was sent reference materials and the letter of engagement with Baker Tilly and
66 recapped the conversation from the Special meeting held earlier this month about
67 advantages and disadvantages to refunding (refinancing) the current building bond.

68 After discussion, it was moved by Seibert and seconded to approve the refunding of our
69 current bond by agreeing to and authorizing Gretchan Evans to sign the engagement letter
70 with Baker Tilly Municipal Advisors, LLC dated July 22 & Miler Canfield dated August 3rd.
71 Motion adopted with a Roll Call Vote. (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry
72 Bennett, Krystal Seibert, Laurie Cooper, Brian Wiersma No: None).

73 The meeting was adjourned at 8:04 PM

Julie Pioch, Secretary



Date Approved: 9/21/2020