

1 **PAW PAW DISTRICT LIBRARY**
2 **MONTHLY BOARD OF DIRECTORS MEETING**
3 **September 21, 2020**

4 President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library
5 Board of Directors to order at 7:04 PM via Zoom webinar in compliance with State of
6 Michigan Executive Order No. 2020-154 (COVID-19).

7 Board members present: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal
8 Seibert, Brian Wiersma, Laurie Cooper (arrived at 7:15).

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

10 Public in attendance: Tom Colis, Jim Miller

11
12 **PUBLIC COMMENT**

13 No public comment.

14 **MINUTES**

15 A motion was made by Miller and seconded to approve the minutes of the regular meeting
16 of August 17, 2020 as corrected. The motion was adopted by a roll call vote. (Yes: Suzanne
17 Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma No: None).

18 A motion was made by Seibert and seconded to approve the minutes of the special meeting
19 of September 1, 2020. The motion was adopted by a roll call vote. (Yes: Suzanne Miller,
20 Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma No: None):

21 **FINANCIAL REPORT**

22 The monthly financial report included:

- 23 • PNC Visa Statements for August, 2020 with expenses of \$1734.63
- 24 • A custom summary report for July 2020 showing total income of \$8250.02 and total
25 expenses of \$60,157.01 for a net income of \$(-51,906.99)
- 26 • Profit & Loss Budget vs. Actual income and expenses January 1 through August 2020.
- 27 • Balance sheet as of 8/30/2020 showing total liabilities and equity of \$1,256,227.22
- 28 • A list of bills to paid for the period of 8/15/2020 to 9/18/2020 with total
29 expenditures to be paid of \$59,743.04. Included in the list were wages of
30 \$35,217.74, and fringe benefits of \$5992.54

31 A motion was made by Pioch and seconded to pay the bills as presented for the period
32 of 8/15/2020 to 9/18/2020 with total expenditures of \$59,743.04 The motion was
33 adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry
34 Bennett, Krystal Seibert, Brian Wiersma No: None).

35 **NEW BUSINESS**

36 **RESOLUTION AUTHORIZING ISSUANCE OF 2020 LIBRARY REFUNDING BONDS**
37 **(UNLIMITED TAX GENERAL OBLIGATION)**

38 Presentation by Tom Colis, Miller Canfield
39 Mr. Colis explained the bond process and the resolution he provided to us to discuss and
40 approve. The resolution contains all details related to selling the bonds, paying off the
41 bonds, payment schedules, bidding process, escrow account, tax levy to pay debt service,
42 debt retirement fund, typical buyer will be one investment bank, 10 year "no call" provision
43 to 2030; don't have to accept any bid if they don't meet our interest rate goal but if we do
44 accept a bid it has to be to the lowest interest bidder; this resolution authorizes the library
45 director to accept bids and make adjustments as needed, have conversations with rating
46 agencies (sections 11 & 12). All refunding costs have been rolled into the new bond. The
47 relationship with Miller Canfield and the library lasts as long as the life of the bond. No costs
48 are incurred from Miller Canfield if bonds are not sold.

49
50 It was moved by Seibert and seconded by Miller to adopt the resolution **RESOLUTION**
51 **AUTHORIZING ISSUANCE OF 2020 LIBRARY REFUNDING BONDS as attached.** The resolution
52 was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry
53 Bennett, Krystal Seibert, Laurie Cooper, Brian Wiersma No: None).

54
55 **LIBRARY DIRECTOR REPORT**

56 Director Evans provided a written report of her activities for the month and an update on
57 library operations. She has changed the form to better match the data the state tracks and
58 includes popularity of all activities and services and marketing. All staff are contributing to
59 the report. Director Evans encourages board members to watch and comment on the
60 videos uploaded to the library's YouTube channel.

61 **COMMITTEE REPORTS**

62 No reports.

63 **MEMBER COMMENTS**

64 Cooper mentioned that a patron complained about yearly renewal of library card, Director
65 Evans reminded the board that the circulation policy was changed to increase the renewal
66 time to three years. If a patron is uncomfortable making a personal visit to the library the
67 staff is happy to work out other arrangements including meeting them curbside.

68
69 The meeting was adjourned at 8:09 PM.


Julie Pioch, Secretary

Date Approved: 10/19/2020