

PAW PAW DISTRICT LIBRARY
MONTHLY BOARD OF DIRECTORS MEETING
October 19, 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.

Board members present via Zoom and on screen: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Brian Wiersma; Laurie Cooper used the telephone to call into the meeting. All members participated from their homes in Paw Paw. No members were absent.

Staff present: Library Director Gretchen Evans, Attorney Brien Heckman

Public in attendance: Jim Miller, Jeremy Davison

PUBLIC COMMENT

There was no public comment.

MINUTES

A motion was made by Miller and seconded to approve the minutes of the regular meeting of September 21, 2020. The motion was adopted by a roll call vote. (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma, Laurie Cooper No: None).

FINANCIAL REPORT

The monthly financial report included:

- PNC Visa Statements for September, 2020 with expenses of \$4205.35
- A custom summary report for September 2020 showing total income of \$4208.32 and total expenses of \$112,380.34 for a net income of \$(-108,172.02)
- Profit & Loss Budget vs. Actual income and expenses January 1 through September 2020.
- Balance sheet as of 9/30/2020 showing total liabilities and equity of \$1,148,055.20
- A list of bills to paid for the period of 9/19/2020 to 10/16/2020 with total expenditures to be paid of \$122,267.74. Included in the list were wages of \$34,661.23, and fringe benefits of \$5992.54

A motion was made by Miller and seconded to pay the bills as presented for the period of 9/19/2020 to 10/16/2020 with total expenditures of \$122,267.74 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma, Laurie Cooper No: None).

LIBRARY DIRECTOR REPORT

Director Evans provided a written report of her activities for the month and an update on library operations and programs. Occupancy limitations due to Covid-19 were modified by recent Michigan Supreme Court rulings related to rescinding the Governors Executive

39 Orders, therefore the library will no longer need to have a person stationed in the lobby
40 counting patrons who enter. All other rules and policies the library has adopted within the
41 emergency pandemic plan such as wearing of masks remain intact based on MDHHS
42 guidance.

43 **COMMITTEE REPORTS**

44 Finance: The committee met on October 7 to review a proposed budget and wage study put
45 forth by Director Evans and is recommending the budget that members received in their
46 meeting packets. Director Evans went through the wage study and line items presented to
47 the board for their review and explained the budget would be adopted in December
48 following a public hearing.

49 Personnel: The committee met on October 11 to discuss the wage proposal for 2021 and
50 recommends 1.3% increase across all current employees.

51 Building and Grounds: The committee will meet on October 20, 2020.

52

53 **MEMBER COMMENTS**

54 There were no member comments.

55 **NEW BUSINESS**

56 Director Evans asked the board to determine how much of the debt service fund balance to
57 use to put towards the principal of the new bond. After discussion, it was moved by Pioch
58 and seconded to spend \$52,000 of the debt service fund balance towards the principal on
59 the new bond. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie
60 Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma, Laurie Cooper No:
61 None).

62 Per the Board's directive, Director Evans obtained three bids for demolition of the Soapy's
63 building. The amount of the proposals was very similar but the scope of the work was not
64 the same which resulted in many questions from board members about what the scope of
65 work should be. Therefore, it was moved by Pioch and seconded to have the buildings and
66 grounds committee together with Director Evans, fine tune our specifications for the
67 demolition project, review our current bidding process policies, and make a
68 recommendation regarding the current bids, or seek new bids so that the board can make a
69 final decision on the project. The motion was adopted with a roll call vote (Yes: Suzanne
70 Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Brian Wiersma, Laurie
71 Cooper No: None).

72 The meeting was adjourned at 8:38 PM.


Julie Pioch, Secretary

Date Approved: 11/16/2020