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PAW PAW DISTRICT LIBRARY
MONTHLY BOARD OF DIRECTORS MEETING
December 21, 2020

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Directors to order at 7:03 PM via Zoom webinar.

Board members present via Zoom were Sherry Bennett (Paw Paw), Suzanne Miller (Paw Paw), Julie Pioch (Paw Paw), Catey Bolton, (Paw Paw) Krystal Seibert (Antwerp Township). Laurie Cooper called in on the telephone from Paw Paw. Absent: Brian Wiersma

Staff present: Library Director Gretchen Evans, Attorney Brien Heckman

Public in attendance: Jim Miller

PUBLIC HEARING ON THE 2021 BUDGET

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, President Sherry Bennett opened the public hearing to hear comments on the 2021 Budget at 7:07 PM

Director Evans gave an overview of the Proposed Paw Paw District Library 2021 Budget

There was no public comment.

The regular meeting resumed at 7:09

GENERAL PUBLIC COMMENT

None

MINUTES

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

FINANCIAL REPORT

The monthly financial report included:

- PNC Visa Statements for November, 2020 with expenses of \$1638.07
- A custom summary report for November 2020 showing total income of \$309.94 and total expenses of \$64,971.57 for a net income of -\$64,661.63.
- Profit & Loss Budget vs. Actual income and expenses January 1 through November 2020.
- Balance sheet as of 11/30/2020 showing total liabilities and equity of \$1,022,579.81

- 44 • A list of bills to paid for the period of 11/14/2020 to 12/18/2020 with total
45 expenditures to be paid of \$130,668.21. Included in the list were wages of
46 \$50,258.92, and fringe benefits of \$5953.70

47 A motion was made by Pioch and seconded to pay the bills as presented for the period
48 of 11/14/2020 to 12/18/2020 with total expenditures of \$130,668.21. The motion was
49 adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry
50 Bennett, Krystal Seibert, Laurie Cooper No: None).

51

52 **LIBRARY DIRECTOR REPORT**

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54 Director Evans provided a written report of her activities for the month and an update on
55 library operations and programs. Feedback on current service is positive. She also reported
56 that the Bond sale is completed and provided board members with the final report of the
57 sale details in the monthly board packet. Robert W. Baird & Co purchased the bond; the
58 true interest cost is 1.78% interest and the total savings for the taxpayers over the next 20
59 years will be \$756,521.85. Director Evans will write up an article to communicate the bond
60 sale information to the public.

61

62 **COMMITTEE REPORTS**

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64 **Personnel and nominating committee**

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66 The committee moved the following motion to recognize outgoing Library Trustee Laurie
67 Cooper:

68

69 The Paw Paw District Library Board of Trustees thanks Laurie Cooper for her service to the
70 Board from January 2017 to December 2020. She served during a time of great transition
71 and provided great insight. Her input and dedication will be missed on the board, but we
72 know her commitment to the Paw Paw District Library will continue as a patron and
73 community member.

74

75 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton,
76 Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

77

78 **NEW BUSINESS**

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80 Trustees Pioch and Seibert elected in November for a new term 2020-2024 recited the oath
81 of office provided by Attorney Heckman. They will each sign a copy and return to the
82 library.

83

*I do solemnly swear that I will support the Constitution of the United States
84 and the constitution of this state, and that I will faithfully discharge the duties
85 of the office of Trustee according to the best of my ability. No other oath,
86 affirmation, or any religious test shall be required as a qualification for any
87 office or public trust.*

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89 **Adoption of 2021 Budget**

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The finance committee of Bolton and Pioch move the following resolution:

WHEREAS, pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held after 6 days' notice by publication;

WHEREAS, a properly noticed public hearing was held on today's date at 7:07 p.m., electronically via Zoom;

WHEREAS, all persons appearing and wishing to be heard on the matter were afforded an opportunity to do so at the public hearing;

WHEREAS, the Paw Paw District Library had a Truth in Taxation hearing at a previous date and time wherein its millage, bond, and other matters were discussed and subsequently approved;

WHEREAS, the Board has reviewed the proposed 2021 Budget;

NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to approve the Proposed 2021 Budget in the amounts and the rates set forth therein.

The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

2020 Budget Amendments

Director Evans reviewed final 2020 budget amendments. A motion was made by Seibert and seconded to adopt the budget amendments as presented.

The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

Employee Handbook update

Director Evans reported that a section related to paid holidays was not included in the newly revised employee handbook. After review of the section and informal discussion to rewrite the first paragraph it was moved by Miller and seconded to adopt the following:

Holidays

Regular employees shall receive pay for holiday closures on a schedule set annually by the Board. If a holiday falls on a normal work day and the library is closed, full-time employees will automatically receive pay for the holiday. If a holiday falls on a work day when a full-time employee is not scheduled to work, the employee will receive compensatory time. Part-time employees will receive pay for the hours they are scheduled to work when their

135 scheduled hours fall on an approved holiday. Employees working during the Thanksgiving
136 weekend will receive time and a half pay.

137

138 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton,
139 Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

140

141 Without a policy, Director Evans was unable to pay staff holiday pay for working
142 Thanksgiving weekend therefore, it was moved by Pioch and seconded to retroactively pay
143 time and one half for those employees who worked thanksgiving weekend per the policy
144 adopted at this meeting.

145

146 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton,
147 Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

148

149 **Financial reports**

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151 It was moved by Bolton and seconded that the board will receive only one Profit & Loss
152 Budget vs. Actual report in the monthly packet. The report shall include the beginning of the
153 year (January) through the previous month.

154

155 The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton,
156 Sherry Bennett, Krystal Seibert, Laurie Cooper No: None).

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159 The meeting was adjourned at 8:23 PM.

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Julie Pioch, Secretary

Date Approved: _____