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**PAW PAW DISTRICT LIBRARY**  
**BOARD OF DIRECTORS TRUSTEES MEETING**  
**March 15, 2021**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of ~~Directors~~ Trustees to order at 7:01 PM via Zoom webinar.

Board members present via Zoom were Sherry Bennett (Paw Paw), Suzanne Miller (Almena Township), Julie Pioch (Paw Paw), Catey Bolton, (Paw Paw) Krystal Seibert (Antwerp Township), Jeremy Davison (Antwerp Township), and Brian Wiersma (Paw Paw).

Staff present: Library Director Gretchen Evans, Vinny Short, Attorney Brien Heckman,

Public in attendance: Jim Miller

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Miller and seconded to approve the minutes of the regular meeting of February 15, 2021. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison, Brian Wiersma, No: None).

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for February 2021 showing total income of \$217,242.63 and total expenses of \$96,311.98 for a net income of \$120,930.65
- Profit & Loss Budget vs. Actual income and expenses through 2/28/2021.
- Balance sheet as of 2/28/2021 showing total liabilities and equity of \$1,284,555.85.
- A list of bills to paid for the period of 2/1/2021 to 2/28/2021 with total expenditures to be paid of \$96,311.98. Included in the list were wages of \$34,823.50. and fringe benefits of \$6014.05.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 2/1/2021 to 2/28/2021 with total expenditures of \$96,311.98. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison, Brian Wiersma, No: None).

**LIBRARY DIRECTOR REPORT**

Director Evans provided a written report of her activities for the month, an update on library operations and programs and a PPDL Statistics for the month of February. She reviewed highlights from patron survey results and updated the board on the library re-opening process. There are still no programs in conference room, and occupancy limits and masks requirements are still in place. April Earth Day event, May Friends of the library book

46 sale and June anniversary event are all planned for outside as of this date. Director Evans  
47 gave kudos and said thank you to Trustee Seibert for boosting staff morale with a poster  
48 and scavenger hunt activity. The staff really enjoyed it!

49

50 Vinny Short introduced himself to the board. He is a page and has been with the library  
51 since September 2019.

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### 53 **COMMITTEE REPORTS**

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55 **Buildings & Grounds Committee:** No report

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57 **Finance:** No report

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59 **Personnel and Nominating:**

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61 The committee met on March 9, 2021 to discuss the Library Director Job Description,  
62 Library director review documents and goal setting process that were provided to the board  
63 in their meeting packets.

64

65 On behalf of the Personal and Nominating Committee, Davison moved the adoption of the  
66 new Library Director Job Description dated March 15, 2021. The motion was adopted with a  
67 roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert,  
68 Jeremy Davison, Brian Wiersma, No: None).

69

70 The committee presented an annual evaluation tool and laid out a plan and timeline for the  
71 Director's review process.

72

73 On behalf of the Personal and Nominating Committee, Davison moved to adopt the library  
74 Director's annual evaluation process as presented March 15, 2021 and to Yes: Sherry  
75 Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison, Brian  
76 Wiersma, No: None).

77

78 **Policy and Bylaws:** No report

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### 80 **BOARD MEMBER REPORTS**

81 Seibert attended several library programs

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84 The meeting was adjourned at 8:03 PM.

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Julie Pioch, Secretary

Date Approved: April 19, 2021