

1 **PAW PAW DISTRICT LIBRARY**  
2 **BOARD OF TRUSTEES MEETING**  
3 **April 19, 2021**  
4

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

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

11  
12 Staff present: Library Director Gretchen Evans, Jennifer O'Donnell, Attorney Brien Heckman  
13

14 Public in attendance: Jim Miller, Jeff Rood, Chuck Lund  
15

16 **PUBLIC COMMENT**

17 Jim Miller announced that the Portage senior center band will play at the library's  
18 centennial event.

19  
20 **MINUTES**

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

25  
26 **2020 AUDIT PRESENTATION**

27 Jeff Rood from Siegfried Crandall PC presented the 2020 Audit.  
28

29 **FINANCIAL REPORT**

30 The monthly financial report included:

- 31 • A custom summary report for March 2021 showing total income of \$395,335.72 and  
32 total expenses of \$183,855.85 for a net income of \$211,479.87
- 33 • Profit & Loss Budget vs. Actual income and expenses through 3/31/2021.
- 34 • Balance sheet as of 3/31/2021 showing total liabilities and equity of \$1,496,035.72
- 35 • A list of bills to paid for the period of 3/1/2021 to 3/31/2021 with total expenditures  
36 to be paid of \$183,855.85. Included in the list were wages of \$36,593.37 and fringe  
37 benefits of \$6014.05.

38  
39 A motion was made by Seibert and seconded to pay the bills as presented for the period of  
40 3/1/2021 to 3/31/2021 with total expenditures of \$183,855.85. The motion was adopted  
41 with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal  
42 Seibert, Jeremy Davison, No: None).

43  
44 **LIBRARY DIRECTOR REPORT**

45 Director Evans provided a written report of her activities for the month, an update on  
46 library operations and programs and a PPDL Statistics for the month of March.

47

48 **COMMITTEE REPORTS**

49

50 **Buildings & Grounds Committee:** The committee requested three bids for the exterior door  
51 repair project and received one from Reliable Glass Installers. On behalf of the committee,  
52 Suzanne Miller moved that the board accept the bid from Reliable Glass Installers to replace  
53 the exterior doors at a cost of \$23,705. The motion was adopted with a roll call vote (Yes:  
54 Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison,  
55 No: None).

56

57 **Finance:** No report

58

59 **Personnel and Nominating:** President Bennett thanked the trustees for providing input to  
60 Director Evans 18-month evaluation process and thanked Trustee Davidson for his work in  
61 compiling the information. Trustee Seibert reviewed highlights of the annual review  
62 conversation that was conducted with Director Evans and listed the annual goals that were  
63 agreed on by the committee and the director. On behalf of the committee, Bennett moved  
64 to continue employment with Director Gretchen Evans. The motion was adopted with a roll  
65 call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert,  
66 Jeremy Davison, No: None).

67

68 **Policy and Bylaws:** No report

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70 **BOARD MEMBER REPORTS**

71 Trustee Miller and Jim Miller of Friends of the Library cleaned up the grounds next to the  
72 main entrance.

73


74 **UNFINISHED BUSINESS & GENERAL ORDERS**

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76 **2020 Audit:** Motion by Pioch and seconded to adopt the PPDL Financial Audit report and  
77 recommendations for year ending December 31, 2020. The motion was adopted with a roll  
78 call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert,  
79 Jeremy Davison, No: None).

80

81 The meeting was adjourned at 7:58 PM.

  
Julie Pioch, Secretary

Date Approved: 5/17/2021