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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
May 17, 2021**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:03 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), Jeremy Davison (Antwerp Township); Brian Wiersma (Paw Paw), Absent: Krystal Seibert

Staff present: Gretchen Evans, Marty Maytnier, Kyra Dalrymple, Attorney Brien Heckman

Public in attendance: None

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Miller and seconded to approve the minutes of the regular meeting of April 19, 2021. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Jeremy Davison, Brian Wiersma No: None).

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for April 2021 showing total income of \$79,942.78 and total expenses of \$74,921.23 for a net income of \$5,021.55
- Profit & Loss Budget vs. Actual income and expenses January through April, 2021
- Balance sheet as of 4/30/2021 showing total liabilities and equity of \$1,501,057.27
- A list of bills to paid for the period of 4/1/2021 to 4/30/2021 with total expenditures to be paid of \$74,921.23. Included in the list were wages of \$36,724.03 and fringe benefits of \$6,014.05.

A motion was made by Pioch and seconded to pay the bills as presented for the period of 4/1/2021 to 4/30/2021 with total expenditures of \$74,921.23. The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, 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 April. In addition to reviewing her written report she noted that the Friends of the Library Book Sale held May 14 and 15 was a rousing success and thanked the "Friends" for their hard work.

45 Kyra Dalrymple, Library Assistant, introduced herself and told the board about her duties  
46 and her programming responsibilities. She announced that the library will be adding several  
47 outdoor games to library circulation. Purchase of these games was sponsored by Friends of  
48 the Library. This is part of the library's installation of the "library of things."  
49

50 Marty Maytnier, Local History Librarian, introduced herself and told the board about plans  
51 for the library's 101<sup>st</sup> anniversary celebration that will be happening the week of June 21  
52 through June 26. Director Evans noted that on June 23, the Paw Paw Brewery Trivia night  
53 will be focused on the library and will include a special beer brewed for the anniversary  
54 called Page Turner.  
55

## 56 **COMMITTEE REPORTS**

57  
58 **Buildings & Grounds Committee:** There was spring maintenance on the rain garden.  
59

60 **Finance:** No report  
61

62 **Personnel and Nominating:** No report  
63

64 **Policy and Bylaws:** The Committee met on May 5, 2021 to review a draft patron privacy  
65 policy compiled by Director Evans. They also reviewed relevant sections of the current  
66 circulation policy and asked that the circulation policy be provided to the board for the  
67 review at the regular board meeting in May.

68 The Policy and Bylaws committee made up of Trustees Pioch and Bennett move the  
69 adoption of the Patron Privacy Policy as presented dated 5/18/2021.

70 The policy was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch,  
71 Catey Bolton, Jeremy Davison, Brian Wiersma No: None).  
72

## 73 **BOARD MEMBER REPORTS**

74 None  
75

## 76 **UNFINISHED BUSINESS & GENERAL ORDERS**

77 None  
78

## 79 **NEW BUSINESS**

80  
81 Brien Heckman, Library Attorney is leaving his current firm so announced his resignation as  
82 library attorney. Our file will stay at his firm and we can use that firm on an as needed basis.  
83 The board thanked Brien for his assistance and expert guidance over the last few years.  
84

85 Kayla Dies is working on her Master's Degree in library services at Wayne State University.  
86 She submitted a request for \$1200 for tuition reimbursement along with a description of  
87 the cost of the course and a description of the class to Director Evans. It was moved by  
88 Bolton and seconded to reimburse Kayla Dies \$1200 for tuition towards her master's  
89 program per library policy.

90 The motion was adopted with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie  
91 Pioch, Catey Bolton, Jeremy Davison, Brian Wiersma No: None).

92

93 After discussion of recent changes to Covid-19 safety protocol from CDC, the board advised  
94 Director Evans to continue to enforce the current mask policy through June 7, 2021

95

96 The meeting was adjourned at 8:10 PM.

Julie Pioch, Secretary

Date Approved: \_\_\_\_\_

DRAFT