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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
September 20, 2021**

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

Board members present were Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Brian Wiersma, Catey Bolton.

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Bolton and seconded to approve the minutes of the public hearing and regular meeting of August 16, 2021. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for August 2021 showing total income of \$6,274.88 and total expenses of \$71,992.57 for a net income of \$-65,717.69.
- Profit & Loss Budget vs. Actual income and expenses January through August 2021.
- Balance sheet as of 8/31/2021 showing total liabilities and equity of \$1,330,303.30.
- A list of bills to paid for the period of 8/1/2021 to 8/31/2021 with total expenditures to be paid of \$71,992.57. Included in the list were wages of \$38,551.67 and fringe benefits of \$6,014.05.

A motion was made by Seibert and seconded to pay the bills as presented for the period of 8/1/2021 to 8/31/2021 with total expenditures of \$71,992.57. The motion was adopted with a roll call vote. (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Brian Wiersma, Catey Bolton; 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 August.

Mask compliance is positive, PPDL will continue holding library activities outdoors as long as possible.

Gretchen brought up the need to get started with strategic planning. The board provided the director with some suggestions to move forward developing an RFP to seek consultants

46 to help with the process. The board will begin some pre-work to get ready for a planning  
47 process and start by reviewing the current mission statement at the next meeting.

48

49 **COMMITTEE REPORTS**

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

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53 **Finance:** Next meeting scheduled for September 28 to work on 2022 budget.

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55 **Personnel and Nominating:** Met on September 7 to develop 2022 wage proposal  
56 recommendation.

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58 **Policy and Bylaws:** No report

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60 **BOARD MEMBER REPORTS**

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62 **NEW BUSINESS**

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64 Director Evans provided information about the current fee schedule for copies and faxes in  
65 her director report. It was moved by Bolton and seconded to accept the Director Evans'  
66 recommendation to change the fee structure for copies and faxes to black and white copies  
67 at .20; color copies at .50 and all fax fees at .50 per page. Motion was adopted.

68

69 The Village of Paw Paw has asked the library to house a Charlie Maxwell plaque that needs a  
70 new home because its current museum location has lost funding. It was moved by Davison  
71 and seconded to display the plaque honoring Charlie Maxwell as requested by the Village of  
72 Paw Paw. Motion adopted.

73

74 Adjourned at 8:14 PM

Julie Pioch, Secretary

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