

**Paw Paw District Library
Board Meeting
March 16, 2020, 7:00 pm**

AGENDA:

GENERAL BOARD MEETING

- Item 1 Call to order
- Item 2 Additions or revisions to agenda
- Item 3 Public comment
- Item 4 **Board Candidates**
- Item 4 Minutes
- Item 5 Approve bills to be paid
- Item 6 Director's report
- Item 7 Committee reports:
 - Building and Grounds:**
 - Fishbeck Proposal
 - Finance:**
 - Personnel and Nominating:**
 - Policy and By-Laws:**
 - Employee Handbook
- Item 8 Board member reports:
- Item 9 Unfinished business:
- Item 10 New business:
 - 1. Anniversary Celebration
- Item 11 Adjournment

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PAW PAW DISTRICT LIBRARY
MONTHLY BOARD OF DIRECTORS MEETING
March 16, 2020

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Directors to order at 7:02 PM at the Paw Paw District Library, 609 W Michigan Ave. Paw Paw.

Board members present: Sherry Bennett, Suzanne Miller, Julie Pioch, Laurie Cooper, Catey Bolten, Brian Wiersma.

Staff present: Library Director Gretchen Evans, on the phone: Attorney Brien Heckman

Public in attendance: Krystal Seibert

PUBLIC COMMENT: None

MINUTES

A motion was made by Miller and seconded to approve the minutes of the regular meeting of February 17, 2020 as distributed. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- PNC Visa Statement with a balance due of \$1899.51
- A custom summary report showing total income of \$312,757.06 and total expenses of \$63,077.92 for a net income of \$249,679.14 for the month of February 2020.
- Profit & Loss Budget vs. Actual income and expenses January 1 through March 13, 2020.
- Balance sheet as of 3/13.2020 showing total liabilities and equity of \$1,220,283.21
- A list of bills to paid for 2/15/2020 to 3/14/2020 with total expenditures to be paid of \$194,993.14. Included in the list were wages of \$35,761.54 and fringe benefits of \$5,992.54.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 2/15/2020 to 3/14/2020 for a total of \$194,993.14 including wages of \$35,761.54 and fringe benefits of \$5,992.54. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Laurie Cooper, Sherry Bennett, Brian Wiersma; No: None).

LIBRARY DIRECTOR REPORT

Director Evans provided a written report of her activities for the month, year to date library program and services usage and a PPDL program summary for February, 2020 Activity.

COMMITTEE REPORTS

35 Building and Grounds Committee presented a proposal from Fishbeck Engineering to
36 conduct a hazardous materials inspection on the library adjacent property (Soapy's). After
37 discussion, Miller moved to pay Fishbeck \$2738 to conduct hazardous materials inspection
38 at the property formally known as Soapy's. The motion was adopted with a roll call vote
39 (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Laurie Cooper, Sherry Bennett, Brian
40 Wiersma; No: None). Director Evans will communicate with Fishbeck to schedule the work
41 this Spring.

42 Personnel and nomination committee met and worked on revisions to the employee
43 handbook.

44 **NEW BUSINESS**

45 Director Evans began discussion about Governor Whitmer's Executive Order (EO) 2020 – 9
46 that placed temporary restrictions on the use of places of public accommodations. The EO
47 requires the library to close operations to the public until April 13, 2020. Until further notice
48 of more Governor directives, a staff member will visit the library each day to empty book
49 drop and check messages. All fulltime employees have been placed on furlough. The board
50 discussed safety and communication protocol. Director Evans increased the Hoopla
51 subscription amount to allow more patrons to use the remote system, staff are posting on
52 Facebook, and other places to communicate with the public and to offer ideas to stay busy
53 with students during this closure.

54 Discussion continued related to library emergency preparedness and other possible impacts
55 on library operations and library board activities related to the novel coronavirus pandemic
56 and impact of Covid-19 over the next few months.

57

58 With the intent to give the Director the authority to act as needed in case the board does
59 not meet on a monthly basis, it was moved by Bolton and seconded that all scheduled
60 employees will be paid while on Covid-19 furlough and to authorize Director Evans to pay
61 bills and payroll, and make changes to library services and employee assignments as
62 needed for the duration of the Covid-19 Emergency. The motion was adopted with a roll call
63 vote (Yes: Suzanne Miller, Julie Pioch, Catey Bolton, Laurie Cooper, Sherry Bennett, Brian
64 Wiersma; No: None).

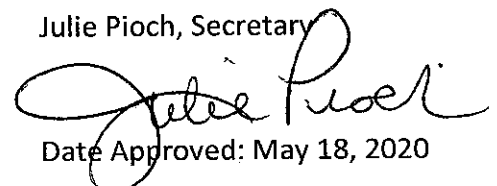
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66 Director Evans distributed a copy of the completed 2019 Audit to each board meeting which
67 will be discussed at a future meeting.

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69 The meeting adjourned at 8:00 PM

Julie Pioch, Secretary



Date Approved: May 18, 2020