

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**PAW PAW DISTRICT LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**February 15, 2021**

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

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

Staff present: Library Director Gretchen Evans, Donna Dluge, Jeanne Burrell Attorney Brien Heckman

Public in attendance: Jim Miller

**PUBLIC COMMENT**

None

**MINUTES**

A motion was made by Bennett and seconded to approve the minutes of the regular meeting of January 18, 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 January, 2021 showing total income of \$328,889.48 and total expenses of \$52,267.29 for a net income of \$276,622.19
- Profit & Loss Budget vs. Actual income and expenses for January, 2021.
- Balance sheet as of 1/31/2021 showing total liabilities and equity of \$1,163,625.20
- A list of bills to paid for the period of 1/1/2021 to 1/31/2021 with total expenditures to be paid of \$52,267.29. Included in the list were wages of \$33,711.19 and fringe benefits of \$6014.05.

A motion was made by Pioch and seconded to pay the bills as presented for the period of 1/1/2021 to 1/31/2021 with total expenditures of \$52,267.29. 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 January.

The family first coronavirus response act (FFCRA) required employers to provide paid sick time for employees impacted by Covid-19. The FFCRA expired on 12/31/20 leaving some

46 employees without paid leave if they get sick or have to quarantine. Even though, the  
47 FFCRA is gone, the need remains to encourage staff to stay home when sick. Director Evans  
48 asked for a change to the pandemic plan to be able to temporarily provide sick leave.

49

50 It was moved by Pioch and seconded to approve a change to the Pandemic Plan to strike  
51 the FFCRA paid leave and replace it with the words Covid-19 sick leave and to keep the  
52 terms and procedures the same. When the plan is no longer in effect, paid leave options will  
53 revert to those listed in the Employee Handbook. The motion was adopted with a roll call  
54 vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy  
55 Davison, Brian Wiersma, No: None).

56

57 Director Evans requested the board authorize the opening of a credit card at Mercantile  
58 Bank. After discussion, it was moved by Bolton and seconded to authorize the opening of  
59 credit cards at Mercantile Bank with two cards, to be managed by Gretchen Evans with one  
60 in Gretchen Evans' name and one company card with a shared borrowing limit of \$7500 for  
61 the purpose of paying for library expenses.

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

64

65 It was moved by Bennett and seconded to direct director Evans to close the PNC credit card  
66 account by March 31, 2021. The motion was adopted with a roll call vote (Yes: Sherry  
67 Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison, Brian  
68 Wiersma, No: None).

69

## 70 **COMMITTEE REPORTS**

71

72 **Buildings & Grounds Committee:** Excited that Soapy's building has been demolished. The  
73 work is not complete and will resume with good weather.

74

75 **Finance:** No report

76

77 **Personnel and Nominating:**

78

79 On behalf of the Personal and Nominating Committee, Seibert moved the adoption of the  
80 new FMLA Policy dated 2/15/2021. The motion was adopted with a roll call vote (Yes:  
81 Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal Seibert, Jeremy Davison,  
82 Brian Wiersma, No: None).

83

84 On behalf of the Personal and Nominating committee, Seibert moved the adoption of the  
85 New Equal Opportunity and Harassment Policy dated 2/15/2021. The motion was adopted  
86 with a roll call vote (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton, Krystal  
87 Seibert, Jeremy Davison, Brian Wiersma, No: None).

88

89 **Policy and Bylaws:** No report

90

91 **Board Member Reports**

92 Siebert commented on the Flamingo Challenge, book clubs and requested the library to  
93 obtain the Bridgerton Series.

94

95 Davison Reported on reading month activities at Paw Paw Elementary Campus and was glad  
96 to be partnering with the library.

97

98 Bennett Reported that she appointed Seibert to the Finance Committee and Bennett to  
99 Personnel Committee.

100

101 **NEW BUSINESS**

102

103 The meeting was adjourned at 7:44 PM.

104

105

Julie Pioch, Secretary

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

DRAFT