

Spring Lake District Library Board Minutes
April 16, 2021

Present: John Nash - in Spring Lake, MI; Mary Eagin – in Spring Lake, MI; Gordon Gallagher – in Spring Lake, MI; Shelley Peets - in Spring Lake, MI; Mark Powers – in Grand Haven, MI; Peter Sherwood – in Spring Lake, MI

Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager both at the SLDL in Spring Lake, MI; Doug Vredevelde, CPA/Auditor in Grand Rapids, MI

Absent: Christine Burns

**** NOTE that due to continued caution about the number of people in the library during the COVID-19 Pandemic – a virtual meeting was held using ZOOM.**

The meeting was called to order at 10:01 a.m. by Board Vice-President, Gordon Gallagher (President, John Nash joined the meeting at 10:20 a.m.)

Motion to approve the agenda made by Shelley Peets and supported by Peter Sherwood. A Roll Call vote was taken. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes. The motion was approved unanimously.

Motion to approve the minutes of the March 19, 2021 meeting was made by Peter Sherwood and supported by Shelley Peets. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes. The motion was approved unanimously.

Doug Vredevelde of Vredevelde Haefner LLC presented the SLDL 2020 audit that they have completed. The audit was a clean audit. It was noted that the audit has already been finalized and sent to that State of Michigan. Mary Eagin, Board Treasurer, noted that should not have happened before the Board accepted the audit. After discussion, it was agreed that the Finance Committee, as well as the Library Director and Business Manager should receive a draft copy of the audit, it should then be presented to the Board and accepted prior to finalizing and reporting to the State of Michigan.

Following Board discussion last month, further discussion was held with Doug Vredevelde about the presentation of the market value investments in the financial reports. He agreed that showing the fluctuations as a “loss” in investment income wasn’t necessary for the CDs that are invested – but recommended that it be a separate line item in the financial reports – “Fluctuation in Market Value of CDs” just to keep the Board aware of the current value of all investments.

Motion made by made by Gordon Gallagher and supported by Peter Sherwood, **to accept the 2020 audit as presented.** A Roll Call vote was taken. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes, Nash - yes. The motion was approved unanimously.

Motion made by made by Gordon Gallagher and supported by Peter Sherwood, **to accept the financial reports from March 2021 and approved the payment of bills.** A Roll Call vote was taken. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes, Nash - yes. The motion was approved unanimously.

Director's Report:

Maggie reviewed her written Director's Report noting that additionally:

- Kathy DeBone, our Circulation Supervisor is retiring April 31. A new staff member has been hired to fill that role and will begin on May 3rd.
- Cathy Loree, Maintenance Director will be retiring in June. Maggie would like to review the job description prior to posting that position.
- Maggie noted that this week, they had an issue with a staff toilet gushing water – luckily, it was at 6 a.m. with maintenance staff in the building. It still did quite a bit of damage – estimates are \$3000 - \$5000. A restoration company came with fans and is monitoring for mold or other damage.

Old Business:

Motion made by made by Gordon Gallagher and supported by Peter Sherwood, **to approve the contract with Gordon Painting do complete the repair to the chipped areas around the roof at a cost not to exceed \$6500.** A Roll Call vote was taken. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes, Nash - yes. The motion was approved unanimously.

New Business:

Motion made by made by Gordon Gallagher and supported by Mary Eagin, **to appoint Shelly Peets to the Personnel Committee.** A Roll Call vote was taken. Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Gallagher – yes, Nash - yes. The motion was approved unanimously.

Motion by Peter Sherwood and supported by Mary Eagin **to adjourn the meeting at 11:15 a.m.** Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary