

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 1, 2021**

The meeting was called to order by Vice President Kathy Osmun at 5:02 pm in Program Room A.

Board members present: Helen Bulthouse, Dave De Young (by phone), Caryn Lannon, Lisa Menerick, Kathy Osmun, and Cathy Rusco

Board members absent: Mary Jane Belter and Burton Brooks

Library Staff: John Martin, Michelle Moore, Sara Derdowski (by phone), and Jeanette Weiden

APPROVAL OF AGENDA

- 21-15 Motion by Bulthouse, supported by Menerick, to approve the Agenda as amended. 5.C. was removed from Consent Agenda and 9.J. was added as a discussion of Library Service Hours. Motion carried 6-0.**

STAFF PRESENTATION – Jeanette Weiden – Local History & Genealogy Department

Jeanette discussed her plans to improve service to patrons using information ascertained from her recent training course. She received a Certificate of Genealogical Research from Boston University and plans to pursue a Certified Genealogist certification. Jeanette circulated an example of the new handout she will provide for research requests that are not local. She plans to continue serving those in the library with hands-on training, by walking them through the process for all in-person requests. The document to be sent out states the question and background information, any research Jeanette has conducted - with images and links - and a conclusion or recommendation for future research. Jeanette will retain copies for reference when others request the same or similar information. Jeanette expressed her appreciation for the library supporting her with this professional development and is grateful to have spent fifteen weeks on a tough course, sometimes 30 hours work in one week, that will definitely benefit patrons and the library. Board members congratulated Jeanette and thanked her for being a leader in her field (and coordinating with the Tri-Cities Historical Museum) and asked if the library charged for these services to which she replied no, but she has received donations for the library from these interactions.

PUBLIC HEARING: Proposed Fiscal Year 2021-2022 Library Budgets

Vice President Kathy Osmun opened the hearing at 5:20 pm. Derdowski gave an overview of the budget and highlighted items that required explanation. De Young commented that the FTE (full time equivalent value of staff) had gone down and we were doing more with less. Following no public comment, the hearing was closed at 5:47 pm.

21-16 APPROVAL OF CONSENT AGENDA

Motion by Bulthouse, supported by De Young, to approve the Consent Agenda. Motion carried 6-0.

- A. Approve the May 4, 2021 regular meeting minutes
- B. Approve April 2021 invoice payments in the amount of \$199,888.13

PUBLIC COMMENT

None.

TRUSTEE COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

21-17

Motion by Rusco, supported by Lannon, to approve a resolution honoring Helen Bulthouse's service to the Loutit District Library.

RESOLUTION HONORING LIBRARY BOARD TRUSTEE HELEN BULHOUSE

WHEREAS, Helen Bulthouse has dedicated more than 10 years of faithful service on the Loutit District Library Board of Trustees, from September 2010 through June 2021;

WHEREAS, Helen Bulthouse served as Chair of the Library Board of Trustees' Personnel Committee from July 2014 to June 2021;

WHEREAS, Helen Bulthouse provided wise counsel and strong leadership to the Loutit District Library Board of Trustees;

WHEREAS, Helen Bulthouse strongly supported the Loutit District Library's programs and services with ideas, suggestions, advice;

WHEREAS, Helen Bulthouse never failed to make her many decisions solely for the community's benefit;

WHEREAS, Helen Bulthouse volunteered her services to numerous library programs and events;

WHEREAS, Helen Bulthouse on her own greatly increased the library's circulation of books;

AND, WHEREAS, her legacy is one of service and commitment;

NOW, THEREFORE BE IT RESOLVED, that on June 1, 2021, the Loutit District Library Board of Trustees publicly recognize, honor, thank and congratulate Helen Bulthouse for her excellent and amazing service to the Loutit District Library.

Roll call vote:

Belter - absent

Brooks - absent

Bulthouse - no

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes
Rusco – yes

Motion carried 5-1.

21-18 Motion by Bulthouse, supported by Menerick, to approve a resolution to adopt a Budget for Loutit District Library for the 2021-2022 Fiscal Year and to appropriate funds for said purposes, as follows:

	<u>Revenue</u>	<u>Expenditure</u>
General Fund	\$2,567,340	\$2,635,000
Maintenance Fund	\$10,000	\$90,000
Debt Service A Fund	\$273,379	\$251,900
Debt Service B Fund	\$323, 250	\$323,250

Roll call vote:

Belter - absent
Brooks - absent
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 6-0

21-19 Motion by Menerick, supported by DeYoung, to approve a resolution to set the 2021 property tax levy for operating expenses at .9613 mill and to set the 2021 property tax levy for debt retirement purposes at .1150 mill.

Roll call vote:

Belter - absent
Brooks - absent
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 6-0.

21-20 Motion by Menerick, supported by Bulthouse, to establish the following annual compensation rates for full-time employees opting out of the library’s health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library’s Personnel Policy:

Family Coverage	\$1,000
Double Coverage	\$750
Single Coverage	\$500

These payments are distributed bi-weekly as part of the employee's pay.

Roll call vote:

Belter - absent
 Brooks - absent
 Bulthouse - yes
 DeYoung - yes
 Lannon - yes
 Menerick - yes
 Osmun - yes
 Rusco – yes

Motion carried 6-0.

- 21-21 Motion by Bulthouse, supported by Menerick, to approve a two-year contract for IT services with Grand Haven Area Public Schools, and to authorize the Library Director to sign on behalf of the library. First year annual cost (FY 2021-2022) will be \$ 48,052.68 and second year annual cost (FY 2022-2023) will be \$ 48,773.52.

Roll call vote:

Belter - absent
 Brooks - absent
 Bulthouse - yes
 DeYoung - yes
 Lannon - yes
 Menerick - yes
 Osmun - yes
 Rusco – yes

Motion carried 6-0.

- 21-22 Motion by Bulthouse, supported by Lannon, to approve the purchase of a new Sharp MX-4071 copier for \$8,540 from Office Machines Company replacing an existing copier. Funds are available in the current year's budget.

Roll call vote:

Belter - absent
 Brooks - absent
 Bulthouse - yes
 DeYoung - yes
 Lannon - yes
 Menerick - yes
 Osmun - yes

Rusco – yes

Motion carried 6-0.

- 21-23 Motion by Bulthouse, supported by Lannon, to approve compensating library staff \$250 in the next pay period for exemplary service to residents from March 2020 to present as recommended by the Finance and Personnel committees.

Roll call vote:

Belter - absent

Brooks - absent

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - abstain

Osmun - yes

Rusco – yes

Motion carried 5-0-1.

- 21-24 Motion by Bulthouse, supported by Lannon, to approve the Cell Phone Subsidy of \$40 per month to essential library staff members as recommended by the Finance and Personnel committees. The list is comprised of library staff who are available outside of work hours to handle staffing and/or building issues and emergencies through phone calls, text, and email. For Building and Marketing issues requiring immediate action, Wolfe and McCoy, who are non-exempt status, remain on the Cell Phone Policy but will mark all work done outside of work hours on their time sheets also.

Roll call vote:

Belter - absent

Brooks - absent

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - no

Osmun - yes

Rusco – yes

Motion carried 5-1.

- 21-25 Motion by Rusco, supported by Bulthouse, to approve the change in provider of the library's Long-Term Disability Policy from Mutual of Omaha to AXA Equitable and increase the maximum LTD payment from a maximum of \$3,000 per month to a maximum of \$6,000 per month as recommended by the Finance and Personnel committees.

Roll call vote:

Belter - absent

Brooks - absent

Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 6-0.

Discussion of Library Service Hours. Beginning Monday, June 7, 2021, the library closing time will move from 6:00 pm to 8:00 pm on Mondays and Tuesdays, with extended hours and services in the future. Topic will be brought back to the July 2021 Board Meeting with area comparisons and staffing requirements.

TREASURER’S REPORT

The April 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS

Executive Committee – Dave DeYoung

The minutes from the May 25, 2021, Executive Committee meeting were received and discussed.

Building and Grounds Committee – Burton Brooks

No report. Next meeting will be Tuesday, June 8, 2021.

Finance and Personnel Committee – Burton Brooks

The minutes from the May 20, 2021, joint Finance and Personnel Committees Meeting were received and discussed.

Policy Committee – Caryn Lannon

No report. Meeting will be scheduled for Summer, 2021.

DIRECTOR’S REPORT – JOHN MARTIN

The written report was received and reviewed. Martin reported the Meet Up and Eat Up program will come back this summer and be held in Central Park. Ancestry has extended temporary remote access until September, 2021. New security cameras and Wi-Fi extenders have been installed. The Wade Rouse Local Author program this month was a success. He was interviewed by Michelle Moore, who happened to find herself featured in a book called, “This is What a Librarian Looks Like” owned by the library (see DR-3)! Many Strategic Plan initiatives are listed as we continue to set and achieve goals throughout the library and will address the next planning period later this year. Amy Bailey has volunteered to train with the newly-designed DEI (Diversity, Equity, & Inclusivity) non-profit leadership opportunity offered through the Lakeshore Nonprofit Alliance.

PRESIDENT’S REPORT – DAVE DE YOUNG

No report, but De Young says, “Thank You.”

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

None.

NEXT REGULAR MEETINGS

Tuesday, July 6, 2021 – Annual Meeting – 5:00 pm, Program Room A

Tuesday, August 3, 2021 – 5:00 pm, Program Room A

The meeting was adjourned 7:15 pm.



Secretary
Mary Jane Belter



President
Dave De Young

Minutes prepared by Michelle Moore