

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES**

July 6, 2021

The meeting was called to order by President De Young at 5:00 pm in Program Room A.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young,  
Lisa Menerick, Kathy Osmun, and Cathy Rusco

Board member absent: Caryn Lannon

Library staff present: John Martin, Michelle Moore, and Sara Derdowski (phone)

New Trustee, Robinson Township representative Penni DeWitt, was welcomed to the LDL board.

**21-26 APPROVAL OF AGENDA**

**Moved by Menerick, supported by Rusco, to approve an amended Agenda.** Agenda amended to include a motion to approve cancellation of contracts with 3 vendors and approve a contract with Johnson Controls.

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - absent**

**Menerick - yes**

**Osmun - yes**

**Rusco – yes**

**Motion carried 7-0.**

**21-27 APPROVAL OF CONSENT AGENDA**

**Moved by Menerick, supported by Rusco, to approve the Consent Agenda.** Kathy Osmun requested that we move PO 1033 and 1034 to New Business for discussion and approval.

- A. Approve the regular meeting minutes of June 1, 2021
- B. Approve the May 2021 Check Register in the amount of \$144,241.05
- C. Approve the following Purchase Orders for FY21/22:

<b>PO</b>	<b>Name</b>	<b>Amount</b>
1025	Priority Health for FY 2021/22 insurance premiums	\$113,400.00
1026	Lakeland Library Cooperative services FY 2021/22	\$26,500.00
1027	Zervas Facility Maintenance for custodial service FY 2021/22	\$55,000.00
1028	Vredeveld Haefner LLC for June 30, 2021, auditing services	\$7,100.00
1029	MCLS for Overdrive FY 2021/22 for e-books	\$25,000.00
1030	Overdrive Advantage e-books FY 2021/22	\$36,000.00

1031	BHS Insurance for Property & Liability Insurance FY 2021/22	\$13,800.00
1032	GHAPS Technology Services FY 2021/22	\$50,000.00
1033	Spring Lake Dist Library for reimbursement of Ferrysburg penal fines	\$11,300.00
1034	Howard Miller Library for tax reimbursement for Zeeland Sch Dist	\$41,500.00
1035	Dykstra for landscaping and snow removal	\$16,100.00
1036	Michigan Gas Utilities	\$10,000.00
1037	City of Grand Haven Board of Light & Power	\$65,000.00
1038	Lynda.com Electronic Database FY2021/22	\$6,300.00
1039	Hoopla Electronic Database FY2021/22	\$13,500.00
1040	Office Machines Company (copying charges)	\$5,000.00
1041	Dominion Systems Payroll Services FY 2021/22	\$6,500.00
1042	Foster Swift Collins & Smith PC Legal Services FY2021/22	\$5,500.00
1043	Kanopy, LLC Electronic Database FY2021/22	\$6,000.00
1044	Delta Dental for FY2021/22 insurance premiums	\$13,000.00
1045	T-Mobile Hotspots – Year 3 of LSTA Grant	\$6,000.00
1046	Van Dyken Mechanical for HVAC Services	\$14,827.00
1047	Vos Glass, LLC for Window Water Diverters/Gasket Repairs	\$55,000.00

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - absent**

**Menerick - yes**

**Osmun - yes**

**Rusco – yes**

**Motion carried 7-0.**

**PUBLIC COMMENT**

None.

**TRUSTEE COMMENT**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Election of Officers:

- A. President
- B. Vice President
- C. Secretary

D. Treasurer

- 21-28** Moved by Rusco, supported by Menerick, to nominate the current slate of officers (President – Dave DeYoung, Vice President -- Kathy Osmun, Treasurer -- Burton Brooks, Secretary -- Mary Jane Belter), and called for the nominations be closed and a unanimous ballot be cast.

**Roll call vote:**

**Belter - yes**  
**Brooks - yes**  
**DeWitt - yes**  
**DeYoung - yes**  
**Lannon - absent**  
**Menerick - yes**  
**Osmun - yes**  
**Rusco – yes**

**Motion carried 7-0.**

- 21-29** Moved by Rusco, supported by Menerick, to adopt the 2021/2022 Board of Trustees’ Meeting Schedule

**Motion carried 7-0.**

- 21-30** Moved by Brooks, supported by Rusco to rescind previous Covid-19 Preparedness and Response Plan from December 1, 2020, and approve a new Library Covid-19 Preparedness and Response Plan from MIOSHA.

Martin reviewed the new plan and stated there shouldn’t be any more changes. Menerick asked if virtual vs. in-person board meetings should be included. Martin said this document affects staff/operations and does not apply to board meetings.

**Motion carried 7-0.**

- 21-31** Moved by Belter, supported by Rusco, to support an application to the Library of Michigan for an American Rescue Plan Act grant

Martin reviewed the grant application and guidelines, and discussed how it fits into our goals. Menerick asked about using the grant toward a book mobile, and Martin stated the cost and timeline was prohibitive.

**Roll call vote:**

**Belter - yes**  
**Brooks - yes**  
**DeWitt - yes**  
**DeYoung - yes**  
**Lannon - absent**  
**Menerick - yes**  
**Osmun - yes**  
**Rusco – yes**

**Motion carried 7-0.**

- 21-32 Moved by Belter, supported by Osmun, to support an application to the Michigan Humanities Council for an American Rescue Plan Act H.O.P.E. grant**  
Martin discussed the grant application and the use of funding for LDL programming.

**Roll call vote:**

**Belter - yes**  
**Brooks - yes**  
**DeWitt - yes**  
**DeYoung - yes**  
**Lannon - absent**  
**Menerick - yes**  
**Osmun - yes**  
**Rusco – yes**

**Motion carried 7-0.**

- 21-33 Moved by Osmun, supported by Rusco, to revise the library 2021 Closed Dates**  
Martin discussed the request to close on November 11 for staff training, along with November 26, the day after Thanksgiving, and the Sundays following Christmas and New Year's. This will cut overtime costs, give staff full holiday weekends, and be consistent with Spring Lake and Herrick libraries. Osmun is not opposed if due to low attendance, but would love to see data.

**Motion carried 7-0.**

**CLOCK TOWER DISCUSSION**

Martin discussed the need for repairs and ongoing maintenance and requested options for the brick tower. Belter offered several suggestions for art installments that promoted reading throughout life. Menerick suggested adding something with sound and referenced the Spring Lake Library courtyard. DeYoung asked Martin to bring a proposal and concept ideas back to the board for discussion. Menerick would like pictures added to the upcoming packet. The McDonald's sculpture being donated by the owner was discussed. Osmun requests we don't spend any money until our proposed 5-year budget is in the black.

- 21-34 Moved by Brooks, supported by Rusco, to cancel three contracts with Siemens, Kingdom Fire Protection, and EPS, and approve a contract with Johnson Controls for the same services.**  
This was discussed at the building and grounds committee meeting and will save the library money.

**Roll call vote:**

**Belter - yes**  
**Brooks - yes**  
**DeWitt - yes**  
**DeYoung - yes**  
**Lannon - absent**  
**Menerick - yes**  
**Osmun - yes**

Rusco – yes

Motion carried 7-0.

21-35

**Moved by Brooks, supported by Osmun, to discuss and approve PO 1033 and 1034 from the Consent Agenda.**

Osmun requested further discussion of these two items. Brooks gave historical details of the agreement when our district library was created. Menerick wants it on record that she feels we shouldn't be doing this and would like the agreement re-examined. Martin stated that he researched it when he started and it will probably remain in effect. Derdowski said the wording is for the portion of penal fines and state aid only, not taxes, given to Spring Lake District Library.

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - absent**

**Menerick - no**

**Osmun - yes**

**Rusco – yes**

Motion carried 6-1.

**TREASURER'S REPORT**

The May 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed. Derdowski stated that nothing was out of the ordinary this month. She offered rating information about our new insurance carrier, Equitable, that was requested at a previous board meeting. It is equivalent to our previous carrier, Mutual of Omaha, with ratings of A+, A, A2.

**COMMITTEE REPORTS**

Executive Committee – Dave DeYoung

DeYoung reviewed the draft minutes from the June 29, 2021 committee meeting.

Finance Committee – Burton Brooks

No report. A joint meeting with Personnel will be held on Tuesday, July 20 at 5:30pm.

Building and Grounds Committee – Burton Brooks

Brooks and Martin reviewed the draft minutes from the June 8, 2021 meeting.

Policy Committee – Caryn Lannon

We currently have about six policies in need of revisions. Martin will contact Lannon to set up a meeting.

Personnel Committee

DeYoung discussed the director evaluation and it will be completed electronically, same as last year. DeYoung to work with Moore to prepare and send out. A joint meeting with Finance will be held on Tuesday, July 20 at 5:30pm.

**DIRECTOR'S REPORT – JOHN MARTIN**

The written report was received and discussed. Consumers Power will be shutting down plants earlier than expected and will have an impact on future budgets. Discussion about setting up a committee to pursue more grants and endowments. Belter asked Martin to update board periodically with Library Foundation account info.

**PRESIDENT'S REPORT – DAVE DE YOUNG**

Dave facilitated discussion for Board Committee assignments. Burton will reach out to Bruce Hinrichs to see if he would like to remain on the Building and Grounds committee. Voting rules are changing to avoid conflict of interest. Library staff members may remain on committees but will not have voting privileges. Staff was removed from the Personnel committee and Penni DeWitt was added. Cathy Rusco will chair the Personnel committee. Amy Bailey, Head of Adult Services, will replace Sara Derdowski on the Policy committee. Rusco suggested a Fund Development group be created. Menerick, Brooks, Belter, Martin, and Chelsea McCoy were mentioned for this workgroup. The Director Search group will be created this fall to also include community members.

**PUBLIC COMMENT.**

None.


**TRUSTEE COMMENT.**

Brooks would like to have the next meeting set up similar to pre-COVID so we can see and hear each other better. Menerick would like us to keep solar in consideration.

**NEXT REGULAR MEETINGS**

- A. Tuesday, August 3, 2021 – 5:00 pm, LDL Program Room A
- B. Tuesday, September 7, 2021 – 5:00 pm, LDL Program Room A

The meeting was adjourned 7:15 pm.



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Secretary  
Mary Jane Belter



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President  
Dave De Young

Prepared by Michelle Moore