

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
October 11, 2022**

The meeting was called to order at 5:34 p.m. in Program Room A by President Brooks.

**Board members present:** Mary Jane Belter, Burton Brooks, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

**Board members joining by phone:** Penni DeWitt, Dave De Young

**Library Staff present:** Marianne Case, John Martin

**Others present:** Emily Greene and Ashley Latsch from the City of Grand Haven

**APPROVAL OF AGENDA**

- 22-55 Motion by Rusco, seconded by Lannon, to approve the Agenda as presented. The motion was carried 6-0.**

**APPROVAL OF CONSENT AGENDA**

- A. Approve the September 13, 2022 meeting minutes
- B. Approve the August 2022 invoice payments in the amount of \$192,294.93
- C. Approve the August 23, 2022 closed session meeting minutes.

The Consent Agenda was amended to add item C. Brooks requested correcting the capitalization of "Grand Haven" on page 4 under the Public Comment section of the September 13 minutes.

- 22-56 Motion by Belter, seconded by Menerick, to approve the consent agenda as corrected and amended. The motion was carried 6-0.**

**PUBLIC COMMENT**

Diane Gauthier of Grand Haven commended the library for the Banned Books display.

**TRUSTEE COMMENT**

New trustee Marc Longstreet of Robinson Township introduced himself. He was welcomed by the Board.

**UNFINISHED BUSINESS**

- 22-57 Motion by Menerick, seconded by Lannon, to approve the revised job description for Head of Technical Services. The motion was carried 6-0.**  
Menerick explained the reasons for her support

**NEW BUSINESS**

- 22-58 Motion by Belter, seconded by Menerick, to approve an Administrative Services Agreement for Financial and Human Resources services. The motion was carried 6-0.**

Ashley Latsch and Emily Greene from the City of Grand Haven were present to discuss the proposal. Martin outlined changes to the contract that were recommended by the Library's attorney. Under Section 7 the clause, "to the extent permitted by law" should be added, and under Section 11 wording should be added that either party may terminate the agreement effective two months after sending a written notice to the other party.

Rusco asked if the Library could contract with the City for cleaning and grounds keeping services. Martin replied that this can be considered at a later date.

The next step in the process is for the Grand Haven City Council to approve the agreement at their next meeting on Monday, October 17. After their approval the transition can begin immediately.

Ms. Latsch explained that the annual fee may be adjusted after the audit.

#### **PUBLIC COMMENT**

Nancy Collins of Grand Haven asked about the arrangement for payroll services. Martin explained that the Library would continue to use the current payroll service (Dominion) thru December. She also asked how the agreement would be renewed (item 6) after June 30, 2025. The representatives from the City explained that discussions could begin in December 2024 for the following June.

**22-59 Motion by Belter, seconded by Lannon, to approve a resolution acknowledging Kathy Osmun for her service to the Library. The motion was carried 6-0.**

Martin read the resolution.

**22-60 Motion by Menerick, second by Lannon, to approve payment for legal services to Foster Swift in the amount of \$11,775.00 The motion was carried 6-0.**

#### **Discussion of Union Vote Results**

Martin reported that the staff vote to unionize passed overwhelmingly in both bargaining units. The Library is now waiting to hear from SEIU and MERS to begin contract negotiations.

**22-61 Motion by Belter, second by Lannon, to authorize closure of the library on Friday November 11, 2022 for an all-day in-service training for staff. The motion was carried 6-0.**

Lannon explained that the proposed closure was discussed by the Executive Committee and that staff has reported they are comfortable with the proposal and the work that is involved.

**22-62 Motion by Belter, seconded by Menerick, to approve holiday closures of the Library on Friday November 25 2022, Friday December 23 2022, Monday December 26 2022, Friday December 30 2022, and Monday January 2 2023. The motion was carried 6-0.**

#### **TREASURER'S REPORT**

- A. General Fund Financial Report as of August 31, 2022
- B. Maintenance Fund Financial Report as of August 31, 2022
- C. Debt Service Fund Financial Report as of August 31, 2022
- D. Bank Account Report as of August 31, 2022

Martin explained that the proceeds from the CD which matured at Lake Michigan Credit Union will be transferred to MiClass.

## **COMMITTEE REPORTS**

### **A. Finance Committee**

Lannon reported that the Committee did not hold a meeting, but met with the City to discuss the administrative services agreement. In response to a question about when the Committee would be discussing changes to the MERS defined benefit program, Martin explained that the Library is waiting for the auditor to complete his work before proceeding, and will contact him for an update.

### **B. Building and Grounds Committee**

Head of Technical services Martin Lidacis is addressing various maintenance issues including necessary roof repairs.

### **C. Executive Committee**

The minutes of the September 27 meeting were received and reviewed.

### **D. Director Search Committee**

Rusco reported that recruiter Keister has located three potential candidates and suggests that the Board meet with them as soon as possible. After discussion, it was decided to meet for this purpose on October 21. The meetings are required to be public; Martin and Rusco will coordinate and work out the logistics.

### **E. Policy Committee**

Lannon reported that the Committee has not met, but will when the new director is in place. They would like to begin with a list of policies that need to be addressed and amended.

### **F. Personnel Committee**

No Report

## **DIRECTOR'S REPORT**

Martin reported on the Waanders Family donation to benefit the 2023 Summer Reading Program.

## **PRESIDENT'S REPORT**

Brooks reported that he is pleased to receive the information regarding the prospective director candidates and about the pending agreement with the City.

## **PUBLIC COMMENT**

Nancy Collins asked for clarification about who selected the prospective director candidates. Rusco explained that they were selected by recruiter Keister.

## **TRUSTEE COMMENT**

Menerick asked if an effort is still being made to sign up patrons for library cards at the Grand Haven Farmers' Market. It was explained that at the current time there is not enough staff time available for this purpose. Menerick also commented that the upcoming activities look fun. Staff member Jeanette Weiden talked briefly about the cemetery tour.

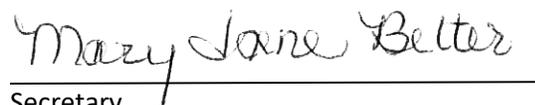
Menerick thanked the Friends and reported that the City of Ferrysburg has been happy to receive any unsold items from the Friends to give away, a program which is popular.

**NEXT REGULAR MEETINGS**

November 8, 2022—5:30 p.m., LDL Program Room A

December 13, 2022—5:30 p.m. LDL Program Room A

Meeting adjourned at 6:49 p.m.



Secretary

Mary Jane Belter



President

Burton Brooks

Prepared by Marianne Case, Accountant