

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 1, 2022**

The meeting was called to order at 5:31 p.m. in Program Room A by President Brooks.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

Library Staff present: Katie Alphenaar, Marianne Case, Marty Lidacis, John Martin, Chelsea McCoy, Jeanette Weiden

Members of the Public present: Nancy Collins

APPROVAL OF AGENDA

- 22-63 Motion by Menerick, seconded by Lannon, to approve the Agenda revised to remove the Search Committee Report from Committee Reports. The motion was carried 8-0.**

APPROVAL OF CONSENT AGENDA

- A. Approve the October 11, 2022 meeting minutes
- B. Approve the October 21, 2022 special meeting minutes
- C. Approve the October 25, 2022 special meeting minutes.
- D. Approve the non-resident library card fee for the period of January 1, 2023 thru December 31, 2023 at a rate of \$75.00 per family
- E. Approve the library closed dates for 2023
- F. Approve the September check register in the amount of \$204,773.58

Corrections: De Young attended the special meeting on October 25 by phone. DeWitt left the special meeting on October 25 at 5:25 p.m. On the page 11 memo, the 2020 number of cards sold should be changed from zero to one.

- 22-64 Motion by Belter, seconded by Menerick, to approve the consent agenda as corrected and amended. The motion was carried 8-0.**

PUBLIC COMMENT

None

TRUSTEE COMMENT

Longstreet asked if the staff is in agreement with the choice of Ellen Peters as Executive Director. Staff Member Jeanette Weiden responded that they are. DeWitt asked if the Library had looked into using a refuse company other than Republic Services. Martin explained the Republic's fees are lower than the previous company the Library was using, Waste Management. DeWitt also asked about payments made to other libraries. Martin explained that the smaller payments are fees for lost books that patrons paid to Loutit but are due to the other libraries, and the larger payments are payments required due to contractual agreements with Howard Miller and Spring Lake.

UNFINISHED BUSINESS

Executive Director Search Update:

Ellen Peters has rented a house in Grand Haven and will be moving soon. Her tenure as director will begin on December 5. Martin will stay on through a transition period yet to be determined. Peters has received a copy of her employment agreement from Martin, and her background check is nearly complete. Martin will arrange for her to complete her pre-employment health screening in the Lansing area.

NEW BUSINESS

Discussion of proposed amendments to the Library By-Laws

The board referred to the memo prepared by Martin on page 16 of the meeting packet and reviewed the suggested amendments. These include amending "Library Director" to "Executive Director" wherever it appears, eliminating "Approval of Minutes of Previous Meetings" from the agenda because that is included in the consent agenda, and removing item "d" from article VII, which allows for additional public comment periods after each motion due to also having two dedicated public comment periods near the beginning and end of the meeting.

Each agenda will refer to the Guidelines for Public Comment (see attachment) although the full language will not be copied. Item 3 and 4 of the Guidelines will be combined to read, "Public comment will be limited to 3 minutes, once per public comment period as noted on the agenda." Public comments will be directed solely to the President and not toward other members of the public or Loutit Staff who may be in attendance.

The Board will vote on this matter at the December regular meeting.

Discussion of Staff Luncheon—December 2022

Martin will consult the calendar to confirm a date, likely mid-week. Belter will coordinate between the staff and the Board.

2-65 Motion by Belter, seconded by Lannon, to approve the revised committee list with the addition of Karen Sherwood to the Personnel Committee. The motion was carried 8-0.

The committee and board lists will no longer include any member's personal email or telephone information. The Library's email and phone number will be used instead.

2-66 Motion by Belter, seconded by Menerick, to approve the Executive Director Work Agreement and employment offer to Ellen Peters. The motion was carried 8-0.

The agreement is essentially the same as that which was made with John Martin with updates to the wages, benefits, and vacation.

2-67 Motion by Menerick, seconded by Belter, to approve the revised executive director job description to remove the language that a CPA certification is recommended. The motion was carried 6-2 with Lannon and DeWitt dissenting.

It was explained that this language was added specifically for Sara Derdowski's anticipated tenure in the position, and as the financial management has now been outsourced to the City of Grand Haven it is now obsolete. After a discussion, it was decided that it was not necessary for this matter to go to the Personnel Committee prior to a vote by the full board.

2-68 Motion by Rusco, seconded by DeWitt, to reinstate the Assistant Director position and refer to the Personnel Committee to work on the details with Peters after she starts. The motion was carried 8-0.

TREASURER'S REPORT

- A. General Fund Financial Report as of Sept 30, 2022
- B. Maintenance Fund Financial Report as of Sept 30, 2022
- C. Debt Service Fund Financial Report as of Sept 30, 2022
- D. Bank Account Report as of Sept 30, 2022

Martin reviewed the reports.

COMMITTEE REPORTS

A. Building and Grounds Committee

No Report. There are items coming up which can be addressed in January.

B. Executive Committee

No report.

C. Finance Committee

No report. Martin noted that the auditing firm is working remotely, but has not yet estimated a completion date. The next meeting of the Committee is scheduled for Tuesday, December 6 at 4:30 p.m. Peters and the auditor should be in attendance. The completed audit will be presented to the full Board in December.

D. Policy Committee

No Report. The Committee will meet to review and revise policies after Peters begins work.

E. Personnel Committee

No Report. As noted in motion 2-68 above, the Committee will meet with Peters to discuss the position of Assistant Director on January 3, 2023 at 4:30 p.m.

DIRECTOR'S REPORT

Martin reviewed his written report. Katie Alphenaar, head of Reference and Information, is now in charge of the vinyl collection and reviewed the progress of the work. Jeanette Weiden, Genealogy Specialist, has again organized the annual Cemetery Walk. Marty Lidacis, Building Services Technician, is working with Dykstra Landscaping to obtain bids on the removal of trees and bushes that are dead or dying. He has repaired air-handling units and is also interviewing and soliciting proposals from cleaning services to replace the current provider. De Young suggested looking into contracting for this with the City of Grand Haven. Four new employees have been hired for Circulation; three are 24 hour positions and one is a substitute. Staff in-service day is November 11.

PRESIDENT'S REPORT

Brooks thanked the staff for their attendance and input and Martin for his willingness to help during the transition period. He congratulated all who assisted with the process of selecting a new executive director. He asked that a new staff directory be created.

PUBLIC COMMENT

Nancy Collins of Grand Haven asked to retain the public comment periods after each motion and that meeting agendas and packets be made available online prior to meetings for better public access.

TRUSTEE COMMENT

Menerick stated that she supports the idea of a handbook for staff members and is willing to help with drafting one.

Rusco believes the day of candidate interviews was very positive and thanked the staff for their attendance.

De Young asked about the status of addressing MERS issues. Martin explained that is now in the hands of the City as per the agreement with them. De Young believes this should be at the forefront of future meetings and his understanding is that the Library has a \$1.1 million deficit in retirement funding. He would like to use any excess funds toward this obligation.

Belter would like to add the Public Comment Guidelines to the committee meeting agendas to ensure consistency across all meetings.

Brooks asked about the current distribution mechanism of meeting agendas. Martin replied that agenda are posted on the two public bulletin boards at the patron entrances. Chelsea McCoy, Community Engagement Librarian, said that if she would be included on the email distribution list for them or otherwise have them provided to her, she would ensure the agendas are posted to the website. There was discussion about if the entire packet or just the agenda should be posted. It was noted that the Library currently has no administrative assistant whose job would include performing such tasks.

Nancy Collins informed the Board that the City of Grand Haven and Ottawa County provide packets to those citizens that request them. The Board will further discuss.

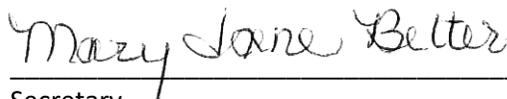
Menerick questioned the continued provision of a monthly cell phone reimbursement to supervisory staff. It was suggested to revisit this issue when discussing the budget.

NEXT REGULAR MEETINGS

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

January 10, 2023—5:30 p.m. LDL Program Room A

2-69 Motion by Belter, seconded by Menerick to adjourn the meeting at 7:45 p.m. The motion was carried 8-0.



Secretary
Mary Jane Belter



President
Burton Brooks

Prepared by Marianne Case, Accountant