

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 13, 2022**

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

Board members present: Belter, Brooks, DeWitt, Menerick, Rusco
Board absent: DeYoung, Lannon, Longstreet

Library staff present: John Martin, Marianne Case, LDL Executive Director Ellen Peters via phone

Members of the public present: Emily Greene, City of GH, Nancy Collins, Allison Boyer, Kerry Fitzgerald

APPROVAL OF AGENDA

- 22-70 Motion by Menerick, seconded by Rusco, to approve the Agenda, revised to move “Consideration of motion to go into closed session” from 7C to 9F. The motion was carried 5-0.**

Discussion: Belter asked that the agenda be amended to move item C under New Business to after the Director’s Report.

APPROVAL OF CONSENT AGENDA

- A. Approve the November 1, 2022 meeting minutes
- B. Approve the October 2022 invoice payments in the amount of \$211,017.11
- C. Approve the November 2022 invoice payments in the amount of \$192,770.75

- 22-71 Motion to approve the agenda. Motion by Belter, seconded by Menerick. The motion was carried 5-0.**

PUBLIC COMMENT

Nancy Collins: three comments:

1. She thanked the board and staff for having the agenda online.
2. Would like to have the full board packet available for the public online
3. She asked that we do not amend the Bylaws (agenda section) eliminating any public comment prior to a vote on motion items

TRUSTEE COMMENT

None

UNFINISHED BUSINESS

- 22-72 Motion by Rusco, seconded by Belter, to approve the revisions to the Library By-Laws. The motion was carried 5-0.**

Discussion:

Menerick asked that Brooks explain the reason for the change in the by-laws:

Brooks: updated the bylaws to show Executive Director instead of Director

Moved approval of the previous meeting minutes to under consent agenda – so eliminated that as an agenda item

Finally, removed the item for public comment prior to each board vote on a motion.

Brooks explained the reasoning for the changes.

Penni Dewitt commented on the changes in comparison to what Ottawa County has.

NEW BUSINESS

22-73 Motion by Menerick, seconded by Belter, to accept the Fiscal year 2021-22 audit. The motion was carried 5-0.

Discussion:

Martin reviewed the comments of the auditor. Martin recognized Emily Greene, City of GH, for her assistance with the audit. Emily Greene will send the audit results to the Department of Treasury.

22-74 Motion by Belter, seconded by Menerick, to approve an updated bank account authorized signers list, removing John Martin and approving the attached authorized signers. The motion carried 5-0.

Discussion: explained the changes.

Added Ellen Peters, as well as the finance director and the city treasurer for the City of Grand Haven.

TREASURER'S REPORT

- A. General Fund Financial Report as of June 30, 2022
- B. General Fund Financial Report as of October 31, 2022
- C. Maintenance Fund Financial Report as of October 31, 2022
- D. Debt Service Fund Financial Report as of October 31, 2022
- E. Bank Account Report as of October 31, 2022

The reports were reviewed by Emily Greene, City of Grand Haven Finance Department.

The City is providing contracted financial services to the LDL.

Greene updated the board on how the process is going at the city. Dominion is currently doing payroll through December 31, 2022. Dominion is to process the W2s. The City will run 2 tests to make sure everything is up and running for the payroll prior to Dominion ending that service to the LDL Marianne Case will get training on the new format and the transition to the new payroll service.

City staff are monitoring and will make sure that Dominion will follow thru on what they are to do.

COMMITTEE REPORTS

A. Building and Grounds Committee

No report.

B. Executive Committee

Minutes from the November 29, 2022 meeting attached.

Discussed canceling or keeping the December 27 exec committee meeting.

It was decided to move the meeting to 2 p.m. on December 27.

C. Finance:

Minutes of the December 6, 2022 committee meeting attached.

Menerick discussed the defined contribution plan, defined benefit program.

Ellen Peters, LDL Exec Director: that will be a discussion item during negotiations.

Discussion regarding MERS. Emily Greene discussed what the city did. Existing employees had a choice, new hires after July 2022 did not have an option.

DeWitt: is this just full time employees? She also talked about the county changing plans; wondering if this would impact finding employees.

Peters: need to look at the long-term financial impact to the LDL.

Financial expert should look at this for the long term.

DeWitt: there are no retirement advantages to employees to stay.

Peters: have someone do a financial analysis of the long term ramification of this and the changes.

Defined benefit is more difficult for governmental units to continue with.
It was suggested that we have MERS come in and review things again. A MERS presentation will educate the board, staff and employees on the plan and the options and future outlook.
Greene said that the City had the discussion, talked to city employees so they knew the options available was helpful.

D. Policy Committee

No report.

E. Personnel Committee

No report. The Personnel Committee will meet with the Executive Director to discuss the reinstatement of the position of Assistant Director. Meeting set for January 3, 2023 at 4:30 p.m.

22-75 Motion by Rusco, seconded by Menerick, to go into Closed Session under Section 8(c) of the Michigan Open Meetings Act to discuss negotiation strategy for a collective bargaining agreement. Motion carried 5-0.

Belter - y
Brooks - y
DeWitt - y
DeYoung – absent
Lannon - absent
Longstreet - absent
Menerick – y
Rusco - y

22-76 Motion by Belter, seconded by DeWitt, to come out of closed session. Motion carried 5-0.

The board came out of closed session at 6:50 p.m.

EXECUTIVE DIRECTOR’S REPORT

Peters highlighted the program attendance which has increased considerably, as well as holiday decorations and new art in the lobby gallery.

PRESIDENT’S REPORT

Brooks commented that we ended the year in a forward looking manner, he is glad to have Ellen Peters on board, and he thanked John Martin for coming back and filling in as Interim Director.

Belter noted that Marc Longstreet is not presently on any committees. Burton said they could talk to Marc.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Rusco said that friend asked her if the staff reads the suggestion box ideas. The issue was in regards to street cleaning and parking on Columbus. Martin replied that this is a City street cleaning issue.

Menerick expressed three concerns:

1. She asked if the trustees would approve her writing a grant to seek funding to make up for the loss of revenue due to the issue with the Port Sheldon Consumers Power plant. She would look at the amount of money we are not getting from Consumers Power, show our hardship, and write a grant to the GHACF. There was no action on this suggestion.

2. She asked where are we with naturalization ceremonies since staff declined due to staffing issues/workload and we were not able to hold one in September. Menerick would like us to send a letter to the US immigration and naturalization services indicating that we are interested and available to host naturalization ceremonies.

3. The West Michigan Piano and Voice teachers held a piano and voice students concert at the Spring Lake District Library on December 10. Menerick would like the LDL to be open to these types of programs. Menerick also commented on the TriCities Garden Club moving their annual floral design show from the GH Community Center to the SLDL due to the associated costs. Peters will look into the meeting room usage.

NEXT REGULAR MEETINGS

- A. January 10, 2023--5:30 p.m., LDL Program Room A
DeWitt will be absent for the January meeting.
- B. February 14, 2023—5:30 p.m., LDL Program Room A

COMMITTEE MEETINGS

- A. Executive Committee: December 27, 2022--2:00 p.m.
- B. Personnel Committee: January 3, 2023--4:30 p.m.

22-77 Motion by Belter, seconded by Dewitt, to adjourn the meeting at 7:20 p.m. The motion was carried 5-0.