

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 10, 2023**

The meeting was called to order at 5:33 p.m. in Program Room A by President Brooks.

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

Board members attending by phone: Penni DeWitt

Library Staff present: Katie Alphenaar, Marianne Case, Kerry FitzGerald, Marty Lidacis, Ellen Peters, Kim Rice

City of Grand Haven Staff present: Emily Greene

Members of the Public present: Nancy Collins

APPROVAL OF AGENDA

The Treasurer's Report was moved to position 5 after Public Comment. Trustee Comment moved to position 6, Unfinished Business to position 7. Under Unfinished business, items for D. Assistant Director and E. Community Engagement Librarian were added. New Business moved to position 8.

- 23-1 Motion by Menerick, seconded by Lannon, to approve the agenda as revised. The motion was carried 7-0.**

APPROVAL OF CONSENT AGENDA

- A. Approve the December 13, 2022 regular meeting minutes
- B. Approve the November 2022 invoice payments of \$192,770.75

- 23-2 Motion by Menerick, seconded by Lannon, to approve the consent agenda as presented. The motion was carried 7-0.**

PUBLIC COMMENT

Nancy Collins of the City of Grand Haven thanked the board and staff for the online posting of the agenda and board packet.

TREASURER'S REPORT

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

Greene reviewed the reports, and let the board know that she is monitoring the library's accounts at the various institutions with an eye to earning more interest. She may change accounts as necessary toward that end.

TRUSTEE COMMENT

DeYoung submitted and read his letter of resignation from the board, effective 1/11/23, citing increasing out-of-state work and family commitments. The mayor of the City of Grand Haven has accepted the resignation. DeYoung will remain on the Finance Committee as a citizen member.

UNFINISHED BUSINESS

A. Robinson Book Drop Update:

A memo of understanding between the library and Robinson Township has been drafted and was reviewed by the board. It will also be reviewed by township officials.

B. Expansion of Hours:

Peters reported that the vacant positions need to be filled before hours are expanded. Fitzgerald reviewed use of the heat map. Alphenaar discussed the attempt to determine what services patrons are utilizing.

C. City Transition Update:

Case reported that the first payroll to be processed through the City of Grand Haven has been submitted for disbursement this week. Other accounting procedures are to follow. Peters reported that she met with the city's human resource staff to aid in transitioning human resource functions, including processing new hires and benefits administration.

D. Assistant Director

Peters reviewed the job description as it has been revised in discussion with the Personnel Committee and the staff Leadership Team. She explained that the position will be involved with the details of operations to lift that burden from the position of Executive Director. The board and Peters agreed that the title of Assistant Director is appropriate, and discussed that the money for this position has been budgeted.

23-3 Motion by Belter, seconded by Lannon, to approve the job description for Assistant Director and to have Peters proceed with posting the position. The motion was carried 7-0.

E. Community Engagement Librarian

Peters reviewed some of the responsibilities of the existing position and explained that it is an administrative position which requires a master's degree in library science.

NEW BUSINESS

A. Approval of new part-time Administrative Assistant job description and hire

This support position has been vacant since 2020. Rice gave details about the position and staffing needs.

23-4 Motion by Belter, seconded by DeYoung, to approve the hiring of a part-time Administrative Assistant. The motion was carried 6-1 with Menerick dissenting.

The postings for the open positions will be up by January 11, 2023.

B. Create Strategic Plan Committee/Library In-service discussion.

Peters informed the board that the next upcoming staff in-service day is scheduled for President's Day February 20, 2023. If the vacant positions are not filled at that time, more staff in-service time

may be scheduled. The board discussed using the previous strategic plan as a starting point to help formulate the next one. This could be part of the staff in-service day. Peters will contact the Library of Michigan for information to ensure that there will be no violation of the Open Meetings Act in having such a discussion.

COMMITTEE REPORTS

A. Building and Grounds Committee

The minutes of the meeting of December 27, 2022 were reviewed by Rusco along with information from the committee meeting held earlier in the day. Proposals for janitorial service have been obtained. The possibility of contracting with the City of Grand Haven for interior and exterior maintenance was discussed. Lidacis reviewed the need to contract with an arborist. The board discussed the need for a building analysis and maintenance plan.

23-5 Motion by Rusco, seconded by Menerick, to approve the hiring of Ross Smith for a building analysis and maintenance plan in an amount not to exceed. \$10,500. The motion was carried 7-0

23-6 Motion by Rusco, seconded by Menerick, to approve the arborist proposal from Dykstra Landscaping. The motion was carried 7-0.

B. Executive Committee

The minutes of the Executive Committee meeting of December 27, 2023, which may be found on pg. 22-23 of the packet, were reviewed.

C. Finance Committee

No report. The committee will schedule the next meeting to include the necessary staff from the City of Grand Haven.

D. Personnel Committee

Rusco reviewed the minutes of the January 3, 2023 meeting which included discussion of the open positions. Peters is being mindful of the budgeting in the filling of the positions.

E. Union Bargaining Committee

The committee will meet January 19, 2023 at 5:30 p.m. Attendees will include the Board Bargaining Committee, the staff bargaining representatives, and the SIEU representative.

F. Policy Committee

No report

DIRECTOR'S REPORT

Peters reviewed the items in her report, which included the monthly planner. She will discuss this item with the board to revise and update it to better reflect when items will be able to be addressed. The material submitted to the Library of Michigan was also presented, and is part of the library's annual report. The final audit of FY 2021-2022 was distributed.

PRESIDENT'S REPORT

Brooks thanked and commended DeYoung for his service, commitment, and valuable viewpoints.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Belter thanked the staff for helping with the tasks that have previously been performed by the Community Engagement Librarian while the position is vacant.

The board thanked DeYoung for his service.

Menerick thanked the staff for their hard work during severe weather and commented that in reviewing the heat map, it appears that the Library’s excellent programming may be driving increased patron visits.

Lannon commented that her family members have been making positive comments about the library’s programming

DeYoung thanked the board for being allowed to serve with them, a task he enjoyed.

UPCOMING MEETINGS

January 19, 2023—5:30 p.m. Union Bargaining Committee

January 31, 2023—5:00 p.m. Finance Committee

February 14, 2023—5:30 p.m., LDL Program Room A

March 14, 2023—5:30 p.m. LDL Program Room A

The meeting adjourned at 7:08 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Marianne Case, Accountant