

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 14, 2023**

1. The meeting was called to order at 5:32 p.m. in Program Room B by President Brooks.

Board members present: Mary Jane Belter, Burton Brooks, Caryn Lannon, Marc Longstreet, Cathy Rusco, Penni DeWitt, Lisa Menerick (5:35 p.m. arrival)

Vacancy: City of Grand Haven

Library Staff present: Katie Alphenaar, Elizabeth Smyka, Kerry Fitzgerald, Kate Tobin, Ellen Peters, Kim Rice

City of Grand Haven Staff present: Emily Greene

Members of the Public present: Nancy Collins

2. APPROVAL OF AGENDA

Amend the agenda, reaffirm that the board will go into closed session for the purpose of discussing union negotiations.

23-7 Motion by Lannon, seconded by DeWitt to approve the agenda as revised. The motion was carried 6-0.

3. APPROVAL OF CONSENT AGENDA

- A. Approve the January 10, 2023 regular meeting minutes
- B. Approve the December 2022 invoice payments of \$206,126.85

23-8 Motion by Rusco, seconded by Lannon, to approve the consent agenda as presented. The motion was carried 7-0.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Financial report: Emily Greene, City of Grand Haven:

Update on transition: She is working on uniformity with the accounts, working on the budget for the upcoming FY 23-24, and working with Marianne Case on the new software.

DeWitt expressed concern with the alleged financial issues/embezzlement with other organizations. She wanted to make sure that our finances are covered. Greene assured her that the City has dual responsibility – double oversight with revenue and payments. Peters added that she approves all of Marianne's work. Menerick questioned if we have multiple signers, if everything is in order with the banks. Lannon reassured her that the necessary changes have been made with the banks, in particular with Huntington, when it comes to signing checks.

- A. General Fund Financial Report as of December 31, 2022
- B. Maintenance Fund Financial Report as of December 31, 2022
- C. Debt Service Fund A Financial Report as of December 31, 2022
- D. Debt Service Fund B Financial Report as of December 31, 2022
- E. Bank Account Report as of December 31, 2022
- F. Update on Budget Process
- G. Annual Community Foundation Report as of December 31, 2022

6. TRUSTEE COMMENT

Belter asked about how memorials were handled when the library is listed as a beneficiary (in particular for the Hinrichs family.) Peters said that memorial money is put in the general fund at this time in particular because of the effect of the market on the fund at the GHACF. Belter suggested a way of tracking the donations per memorial and then having a discussion with the family members about the use of the memorial money. Belter also suggested having envelopes for memorial donations printed and available for distribution to funeral homes when needed. There was a discussion of possibly creating a line item for memorial donations. Menerick expressed concern for the price of newspapers, and if they were necessary to continue purchasing print copies for the library, or if we could switch to just online. Katie Alphenaar noted that newspapers are very popular. Staff is looking at magazines to eliminate those that are not as popular. Peters described Overdrive and its services when it comes to print materials.

7. UNFINISHED BUSINESS

A. Robinson Book Drop Update:

Discussed the memo of understanding. The memo was going to be sent to the twp. attorney. Peters has not heard back from the twp. Robinson Twp. raised the question of lockers. If they have a staff member picking up the books and delivering the books, residents would have lockers, most likely put in the lobby of the office. Question of who would pay for the lockers. Peters said she would/could write a grant. Rusco expressed support for the idea. Questions raised: How much extra work for the staff, what about circulation and overdue fees? The lockers would work the same way. LDL staff would process like any other hold. Peters told Robinson we don't have staff capacity at this time. Kim Rice (LDL Circ): question about the type of lockers Peters had researched. How would they lock and unlock? Rice explained issues they originally had with our in-house lockers. Belter spoke against doing any type of locker system. This would be setting a precedent for other governmental units and they could request the same services. She also raised the concern that, at some point in the future, Robinson Twp officers could decide to stop allowing their staff to handle the books at the book drop. Peters said she would look further into the locker system information that she has. Lannon raised the possibility that other municipalities request having lockers, a book drop but not cover the costs. Peter offered possibly there could be a charge if there are requests for these services, we could hire an additional staff member to cover this. The Robinson book drop will be back on the agenda for the March board meeting.

B. LDL to City Transition Update:

Emily Greene covered this

8. NEW BUSINESS

A. Review new hire policy regarding drug testing and physical exam

The physical is now a lot more involved than previously required. Some governmental units might be doing away with the drug testing. Questions were raised: Do we eliminate this? What do we do about drug testing? Brooks requests to send this to the policy and personnel committee.

Discussion of what to do. Menerick would rather have this looked at on a committee level. She suggested comparing our requirements to other libraries. Review this in a committee meeting. Peters noted that there is nothing specific in the personnel policy for drug testing and the physical. Comments to continue use the procedure as outlined in the personnel policy. Eliza Smyka (staff) suggests perhaps have specific testing if there is a job that warrants it (i.e. requiring a physical for maintenance because it is a more physically demanding job). Menerick made and then withdrew, a motion to send this to the committee.

23-9 Motion by Lannon, seconded by Menerick, to drop the drug testing and the physical exam requirement for new hires unless required by the specific job. The motion was carried 7-0.

B. Brooks Media Center

**23-10 Motion by Belter to approve the staff proceeding for the planning for the Brooks Media Center and Adult Wing reorganization. Second by DeWitt. Vote: 7-0
Motion by Belter, second by DeWitt.**

C. Envisionware equipment and software for self-printing/copying/faxing/scanning

Peters described the Envisionware proposal. She thanked Katie Alphenaar for her work along with Kerry Fitzgerald. Fitzgerald explained what this system would give us compared to what we currently have. Lannon questioned if there was anything we are dropping that would offset the cost. Fitzgerald said getting rid of one of the 2 rental copiers would take some of the cost off. Peters noted that this model is what most libraries are using now. Menerick asked if we could get a three year quote for the annual costs. Fitzgerald answered that she had asked the vendor about budgeting. Alphenaar also noted there would be staff time savings for working with patrons. Menerick expressed concern with material being printed if people are doing this with their home computers and sending it to the LDL for printing. What if people are sending in explicit/unethical materials to be printed. What is the control for printing from home? Peters noted that this can happen, the staff reference desk will be close to the printer. Staff can intervene. If this is seen, they can be banned. For patrons sending an order from home for printing, they have to personally release this with the library card at the library before printing.

23-11 Belter moved that we authorize the staff to proceed with the Envisionware proposal. Motion seconded by Lannon, vote. 6-1 (Menerick) – would like to get a second quote.

Fitzgerald is working to get a second quote from another company this is used by several other libraries. Menerick asked about the cost. Fitzgerald answered that it's based on the service population.

D. Trustee Training

Peters reviewed the new trustee training options that can be done remotely. Perhaps offer to have the friends do the training and cover their cost.

23-12 Rusco made the motion that the LDL pay for members of the friends group to attend the training specific to Friends. Dewitt seconded the motion. Vote: 7-0

Brooks asked to have links to the recordings of the trustee training provided. Peters can assist with that.

9. DIRECTOR'S REPORT

New trustee: Mayor Catherine McNally is interviewing the last candidate tomorrow. Assumption is the candidate will go to the city council on February 20. Peters reviewed the report and specific items.

Building maintenance: Peters is still waiting to hear from the city of GH for a quote on maintenance. Hiring of library staff to handle maintenance was also discussed. Menerick mentioned if we hired staff, we do not have the equipment available for us to use. Will wait to hear from the city on their proposal. Having our own service department would/could be more reliable; could eliminate the possibility of theft, etc. Brooks questioned the stats for the last quarter. Peters questioned the numbers also and perhaps a solution would be to compare the stats to the next quarter. She has not had an opportunity to review the numbers with staff. Katie Alphenaar said that staff has just switched in January to a new form. Belter questioned if it was important enough to have staff spending time to look at the stats for the previous quarter with all that is on their workload. Lannon asked about the smoke alarm malfunction. This was resolved with reprogramming that smoke alarm.

Open positions for staffing:

Assistant director: We are in the process of interviewing, have done the first round. Now will do In-person interviews.

Community engagement librarian: We will try to set up interviews this week.

The goal is to have these positions filled by the end of March.

Belter asked are we covering the travel costs for the assistant director candidates?

Peters answered reimbursement has not been requested.

President's day in-service: Concern was expressed about the number of board members that would possibly attend and create an issue under the Open Meetings Act. With board members that work, Belter unable to attend, it appears that this would not be an issue.

Peters suggests if community forums are scheduled, board members could attend and this would not present an issue. Regarding the in-service, Brooks asked for a schedule for the day in case board members are interested in attending.

10. PRESIDENT'S REPORT

No Report

11. PUBLIC COMMENT

None

12. COMMITTEE REPORTS

A. Building and Grounds Committee

Minutes from the meeting of January 10, 2023. Schedule a meeting to consider another option for janitorial services? Covered during previous discussion. Waiting to hear from the city before scheduling a meeting.

B. Executive Committee

Minutes from the meeting of January 28, 2023

Brooks – most important thing was the physical and drug testing.

C. Finance Committee

No report. The committee meeting scheduled for March 10, 1 p.m.

By then Emily Greene and Peters will have the chart of accounts revised and will report items to the finance committee.

D. Personnel Committee

Nothing scheduled.

E. Policy Committee

No report. Nothing scheduled. Lannon is looking for someone to chair this committee.

F. Union Bargaining Committee – Closed Session

23-13

Motion by Belter, second by DeWitt, to go into closed session. Vote: 7-0

Roll call vote:

Belter - y

Brooks -y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

(Vacancy, city of GH)

Into closed session at 7:25 p.m.

23-14 ***Motion to come out of closed session: Motion by Menerick, second by DeWitt. Vote 7-0***

Out of closed session at 7:52 p.m.

13. TRUSTEE COMMENT

Lannon: Book display for black history month

14. NEXT REGULAR MEETINGS

March 14, 2023, 5:30 p.m.

Belter will be absent from the March 14, 2023, board meeting.

April 11, 2023, 5:30 p.m.

15. ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

 

Secretary

Mary Jane Belter

President

Burton Brooks

Prepared by Elizabeth Smyka, Administrative Assistant