



Loutit District Library
Expanding Horizons. Enriching Minds. Engaging
Community.

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 13, 2023**

1. The meeting was called to order at 5:00 p.m. in Program Room B by President Brooks.

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

Board Members absent:

Library Staff present: Ellen Peters, Anne Harrison, Elizabeth Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public present: None

2. APPROVAL OF AGENDA

23-36 Motion by Menerick, seconded by Lannon to approve the agenda as revised. The motion was carried 8-0.
Discussion: None

3. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY MILLAGE RATES

23-37 Motion by Belter, second by Menerick, to open the public hearing on the FY 2023-2024 library millage rate. The motion carried 8-0.

Roll call vote:

Belter - y
Brooks -y
Collins - y
DeWitt - y
Lannon - y
Longstreet - y
Menerick - y
Rusco - y

Hearing opened at 5:02 p.m.

Peters reviewed the information. Millage rate is the same as 2022-2023 due to inflation: 0.953

23-38 Motion by Menerick, second by DeWitt, to close the public hearing on the FY 2023-2024 library millage rate. The motion carried 8-0.

Hearing closed at: 5:05 p.m.

Discussion of the option of going back to the original millage levy – which would require a public vote. Original millage vote was one mil. Question from Collins as to how much we would gain from this. Emily Greene (City of GH) determined the amount would be approximately \$125,000.

4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY BUDGET.

23-39 Motion by Menerick, second by Belter, to open the public hearing on the FY 2023-2024 library budget. The motion carried 8-0.

Into hearing at 5:10 p.m.

Roll call vote:

Belter - y

Brooks -y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Emily Greene, City of GH, reviewed the budget.

Ellen Peters, library director, reviewed the changes in the 2022-2023 budget from the 2022-2023 budget.

Menerick mentioned that we are not open on Sunday and have not returned to the same hours that we had Pre-COVID. Peters explained they are increasing hours on Wednesday and Thursday evenings on July 5th, 2023. Staff has reviewed data on library usage to determine which operating hours would best benefit the community. Menerick suggested that being open on Sundays would allow more programs to come in. The library was not open on Sundays during the summer. We will be increasing the hours for Genealogy and Local History. Peters added that we are working on determining Sunday hours for fall. Nancy Collins commended Peters and Greene for putting the budget together and the work involved in restructuring the budget.

23-40 Motion by Belter, second by DeWitt, to close the public hearing on the FY 2023-2024 library budget. The motion carried 8-0.

Public hearing on the budget closed at 5:29 p.m.

5. APPROVAL OF CONSENT AGENDA

23-41 Motion by Belter, second by Rusco, to approve the consent agenda. The motion carried 8-0.

A. Approve the regular meeting minutes of May 9, 2023

B. Approve May invoice payments in the amount of \$ 83,835.51.

C. Approve the following Purchase Orders for FY 2023-2024 in the total amount of \$587,488.

2350 Priority Health for FY 2023/24 Insurance Premiums	\$113,000.00
2351 Lakeland Library Cooperative Services FY 2023/24	\$30,000.00
2352 City of Grand Haven Finance & HR Services FY 2023/24	\$55,000.00
2353 Vredevelde Haefner LLC for June 30, 2023, Auditing Services	\$9,000.00
2354 MCLS for Overdrive FY 2023/24 for E-Books	\$27,800.00
2355 Overdrive Advantage E-Books FY 2023/24	\$36,000.00
2356 BHS Insurance for Property & Liability Insurance FY 2023/24	\$13,150.00
2357 GHAPS Technology Services FY 2023/24	\$56,000.00
2358 Spring Lake District Library—Share of Ferrysburg Penal Fines	\$10,500.00
2359 Howard Miller Library — Zeeland School District	\$43,500.00
2360 Dykstra — Landscape Services (Snow Removal & Lawn Care) FY 2023/24	\$17,013.00

2361 Michigan Gas Utilities FY 2023/24	\$19,000.00
2362 City of Grand Haven Board of Light & Power FY 2023/24	\$75,000.00
2363 OAISD Broadband Internet	\$1,400.00
2364 Hoopla Electronic Database FY 2023/24	\$20,000.00
2365 Office Machines Company (Copying Charges) FY 2023/24	\$1,875.00
2366 Envisionware Service and Software Licensing FY 2023/24	\$9,250.00
2367 Foster Swift Collins & Smith PC Legal Services FY 2023/24	\$5,500.00
2368 Kanopy, LLC Electronic Database FY 2023/24	\$6,000.00
2369 Delta Dental for FY 2023/24 Insurance Premiums	\$15,000.00
2370 T-Mobile Hotspots — FY 2023/24	\$8,000.00
2371 Van Dyken Mechanical for HVAC Services — FY 2023/24	\$8,000.00
2372 City of Grand Haven — Water Utilities FY 2023/24	\$7,500.00

Discussion:

Nancy Collins: May 9 minutes – sentence about Kevin. Change to: find an in-between wage and benefits

Nancy Collins: Pg 12 – first paragraph regarding Comcast – move construction to not interfere with our snowmelt system.

6. PUBLIC COMMENT : no comment

7. TREASURER’S REPORT

- A. General Fund Financial Report as of May 31, 2023
- B. Maintenance Fund Financial Report as of May 31, 2023
- C. Debt Service Fund a Financial Report as of May 31, 2023
- D. Debt Service Fund B Financial Report as of May 31, 2023
- E. Bank Account Report as of May 31, 2023
- F. May finance reports attached.
- G. US Bank Bond Balances and payments schedule
- H. Update on LDL to City transition

Emily Greene reviewed the various reports. Collins asked about the number of voided checks. Greene explained the issue is with the payments to the vendor Baker and Taylor. One check is covering a number of invoices, so the items might not all fit on one physical check.

Update on transition: Version from Quickbooks is complete. April 1st, 2023 we started using BS&A exclusively. Held a pre-audit meeting with city staff, LDL audit will probably be done in August. Should go easier than last year. City uses the same audit firm as the library. (Vredeveld)

8. TRUSTEE COMMENT

Menerick asked if we could initiate some sort of a grant to increase the budget item for hot spots? Does the current dollar amount provide enough hotspots? Menerick also asked “Would cell phone allotment for employees be part of negotiations? Would it be a closed session discussion?” Harrison explained that mobile hotspots are in high demand, there are waiting lists. Individuals can keep a hot spot for three weeks. They will be disconnected if not returned. Peters will look into options for outside funding to increase the number of hotspots.

9. UNFINISHED BUSINESS - none

10. NEW BUSINESS

- A. Consideration of a motion to approve a resolution to set the 2023 property tax levy for operating purposes at 0.9523 mill and to set the 2023 property tax levy for debt retirement purposes at 0.1150 mil.

23-42

Motion by Belter, seconded by Lannon. The motion carried 8-0.

- Belter - y
- Brooks - y
- Collins -y
- DeWitt - y
- Lannon - y
- Longstreet -y
- Menerick - y
- Rusco - y

Discussion: none

- B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2023-2024 Fiscal Year and to appropriate funds for said purposes, as follows:

	Revenue	Expenditure
General Fund	2,934,119	3,092,005
Maintenance Fund	10,000	80,000
Debt Service A Fund	297,515	258,200
Debt Service B Fund	326,600	326,600

23-43 **Motion by Menerick, second by Rusco, to approve a resolution to adopt the FY 2023-2024 budget. The motion carried 8-0.**

- Belter - y
- Brooks - y
- Collins -y
- DeWitt - y
- Lannon - y
- Longstreet -y
- Menerick - y
- Rusco - y

Discussion: none

C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:

Family Coverage \$1,000

Double Coverage \$750

Single Coverage \$500

These payments are distributed bi-weekly as part of the employee's pay.

23-44 Motion by Menerick, second by Rusco. The motion was tabled.

Discussion:

DeWitt was concerned the above number seemed very small compared to what the library would spend per employee for coverage. Peters used the numbers from the previous year. Rusco suggested we leave it for where it is. Greene said these numbers are smaller than what the city uses. Perhaps these are outdated numbers. Menerick suggested keeping this open for future consideration. Amanda Burnett from the city is reviewing the policies for employees, this could be an item for consideration. Peters said in the future we could look at the possibility of lowering the deductible. We could look at changing that now. Lannon said we would need to see how that would affect the budget. There was discussion of running the numbers for an increase in the amount and tabling the approval of this item.

23-45 Lannon motioned to table the motion until the July meeting. Seconded by Rusco. The motion carried 8-0.

11. COMMITTEE REPORTS

Building and Grounds Committee – no report. The board asked what was happening with the new custodial positions? Harrison replied that we are in the interview process, and have several viable candidates. We will have a decision before the July meeting. Peters mentioned issues with the elevator; currently working, but the alarm keeps going off. Otis has checked the mechanical. We think it might have been a sensor issue.

Executive Committee – Brooks asked if there were any questions or comments about the minutes from the meeting of May 30, 2023.

Finance – They have not met since the last meeting.

Personnel - no report

Policy – Discussion about the review of the personnel policy.

12. DIRECTOR'S REPORT

Peters discussed the staff decision to expand hours, and progress on the summer reading program. Summer reading kick-off did very well. The Friends of the Library worked hard and raised over \$700 from their book sale. Menerick suggested perhaps a supporter with a partnership with a food company could purchase lunches for volunteers. Library did handle that. We had two food trucks available. We do not know how well they did. There is a possibility this can be expanded on for next year. Menerick asked if we could close a street? Harrison replied that we had requested that for this year, but were denied. Public relations and marketing are going well.

13. PRESIDENT'S REPORT

Brooks commented everything has been going very smoothly in the library the past few months.

14. PUBLIC COMMENT - None

15. TRUSTEE COMMENT - None

16. UNION BARGAINING COMMITTEE

23-46 Motion by Lannon, second by Menerick to go into closed session to discuss union negotiations.

Roll call vote: 8-0

Belter - y

Brooks - y

Belter - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Into closed session at 6:19 p.m.

23-47 Motion by Rusco, second by Lannon to come out of the closed session.

Roll call vote: 8-0

Belter - y

Brooks - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Into closed session at 7:04 p.m.

Short break.

17. EXECUTIVE DIRECTOR'S EVALUATION (closed session)

23-48 Motion by Menerick, second by Rusco to go into closed session at the request of Library Director Ellen Peters for the purpose of discussing the Executive Director's evaluation.

Roll call vote: 8-0

Belter - y

Brooks - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Into closed session at 7:10 p.m.

23-49 Motion by Brooks, second by Rusco to come out of the closed session.

Roll call vote: 8-0

Belter - y

Brooks - y

Collins - y

DeWitt - y

Lannon - y
Longstreet -y
Menerick - y
Rusco - y
Out of closed session at 7:51 p.m.

18. NEXT REGULAR MEETINGS

Board Meeting: July 11, 2023, 5:30 p.m.
Executive Committee Meeting: June 27, 2023, 5:00 p.m.

19. ADJOURNMENT

Meeting adjourned at 7:52 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant