

**LOUITT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 9, 2023**

1. The meeting was called to order at 5:38 p.m. in Program Room B by President Brooks.

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

Board Members absent: Mary Jane Belter

Library Staff present: Elizabeth Smyka, Kerry Fitzgerald, Ellen Peters, Kim Rice, Anne Harrison

City of Grand Haven Staff present: Emily Greene

Members of the Public present: None

2. APPROVAL OF AGENDA

23-31 Motion by Menerick, seconded by DeWitt to approve the agenda as revised. The motion was carried 7-0.

Discussion

- A. Add Naturalization Ceremonies, Room Reservations, and Public Hearing Date to New Business
- B. Move section 14. Union Bargaining to 5.i.

3. APPROVAL OF CONSENT AGENDA

- A. Approve the April 11, 2023 regular meeting minutes
- B. Approve the April 2023 invoice payments of \$641,821.72

23-32 Motion by Menerick, seconded by DeWitt, to approve the consent agenda as revised. The motion was carried 7-0.

Discussion:

Brooks requests grammatical edits to match APA format.

Menerick asked to add "endowment donations" to Item A1 under Unfinished Business to clarify wording.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Financial report: Emily Greene, City of Grand Haven:

Greene gave a brief overview of the April finances, and explained that they might look different because of the transition to the new accounting system. She said she tried to include everything that was available for previous reports, and offered to include anything else they wanted to review going forward. Brooks requested that the reports be available sooner for the board to review. Peters explained that we were not able to get the financial report early enough to mail, because Marianne Case does not have access to the new reports yet. Greene apologized and hopes to get things done earlier in

the week going forward. Lannon asked if we moved money over to Huntington Bank. Greene confirmed the money was transferred from the Robbins Road account to Huntington Bank to make the bond payments. And the money from the matured CD from Lake Michigan Credit Union was moved to Michigan Class.

- A. General Fund Financial Report as of April 30, 2023
- B. Maintenance Fund Financial Report as of April 30, 2023
- C. Debt Service Fund A Financial Report as of April 30, 2023
- D. Debt Service Fund B Financial Report as of April 30, 2023
- E. Bank Account Report as of April 30, 2023
- F. April Finance reports attached
- G. Discuss Changes to financial reports
- H. US Bank Bond Balances and payment schedule
- I. Union Bargaining (closed session)

23-33 Motion by Lannon, seconded by Collins that we enter a closed session.

Roll Call Vote: 7-0

Brooks – yes

Collins - yes

Dewitt – yes

Lannon – yes

Longstreet – yes

Menerick - yes

Rusco - yes

Enter closed session at 5:57 p.m.

Resume after closed session at 6:60 p.m.

6. TRUSTEE COMMENT

Rusco reminded the board that it is the time of the year for reappointment. Brooks commented that the board has to make recommendations and the city votes for approval. The term continues until we have found a replacement. Rusco requests Longstreet talk to Frank to ask if he could be reappointed. Lisa commented that John Martin would send letters out to any municipality to suggest reappointments so the mayor could take that under consideration. Rusco also reminded the board to fill out the director evaluation surveys for the next meeting. We will need to go into a closed session to discuss results with the director. She then recommends the board continue with June director evaluations instead of every six months. And the board extends a welcome to Anne Harrison.

7. UNFINISHED BUSINESS

A. Brooks' Media Center/Community Foundation Update:

1. Peters spoke to Matt Deboer, who lives across the state, via Zoom and they discussed budget updates. We need to ask the city for a building permit to start renovations, and Deboer hopes to be here by the end of the month to look at everything in person. He might be able to start work virtually in the meantime. Peters also talked to the Grand Haven Community Foundation about the grant. She mentioned we would need to change the wording in a way to “engage the elderly population” and to “include staff hours to

distribute funds into the community.” She said she could ask Consumers Energy about a grant if the Community Foundation will not give us the money to finish the project.

8. NEW BUSINESS

A. Discussion of items reviewed by Personnel Committee for post-budget consideration

1. Herrick is closing their genealogy resources, and we will become the main genealogy resource for the county. This means our cataloging needs are increasing. Kerry Fitzgerald loves cataloging and wants to move to full time cataloging. She currently splits her time between cataloging and technology. Kate Tobin would like to take over her tech hours. We currently have a Library Assistant II that we want to move to full time to take over the hours Tobin currently works. Until he gets his master’s degree we would find an in between wage and benefits, a \$37,019 increase. Green has been looking at the numbers, and we are only short \$6,000 since he is at a \$20/hr rate for the first year and we saved much more with maintenance than we expected.
2. Lisa expressed concern about the wording of the job descriptions, specifically the phrase “working off campus.” Peters explained that Tobin would be working primarily onsite, but occasionally helps with programming offsite. Fitzgerald explains that she is already being paid for this job. When she started, tech was about one third of her job. When she became Head of Tech Services, it became half of her job. And since then it has increased to two thirds of her time. We would just be redistributing hours between employees without a pay difference. We also reduced our tech subscriptions to save \$10,000.
3. Collins asked how these cuts will affect programming. Harrison and Peters explained that we cut subscriptions like LinkedIn Learning, which was not being used, Creativebug, which was too complicated and people were preferring physical copies, and non-fiction audiobooks usage has gone down. We also saved \$2,500 on legal services because we try to not have unnecessary consultations.
4. Lannon asked if the salaries of these position changes were included in the documentation reviewed in the closed session. Peters confirmed that they were included.
5. **Consideration of a motion to approve recommendations to reorganize personnel responsibilities as proposed by the director including Head of Cataloging, Emerging Technologies, one Reference and Information Library Assistant II to full time, and increasing hours for three Library Assistant I’s in Circulation.**

23-34 Motion by Collins, second by Rusco. The motion was carried 7-0.

Discussion:

Menerick did not feel comfortable making this decision before the union discussed it. Lannon disagreed. Kimberly Rice gave the green light to approve these changes ahead of union negotiations.

B. Consideration of serving alcohol at the Manhattan Film Festival at Central Park Place

1. Peters explained that it is our program, but we are hosting it at the Community Center because they have the theater and we will be promoting it. Concerns were voiced that it would be too much liability, but the board was leaning towards not allowing alcohol. Peters will ask Char Ocasio-Seise to come in for the next meeting for further discussion.

C. Comcast Project Discussion

1. Peters found out that Comcast is coming in to compete with Spectrum. Martin Lidacis talked to Mike Fritz and convinced them to move construction to not interfere with our snow melt system at the entrance off of Fourth Street.

D. OVD Insurance Benefits Renewal

1. Peters asked if we could lower the deductible. Menerick wanted Peters to ask if we had any savings to negotiate. The board agreed that this discussion needs to go to the union.

E. Naturalization Ceremonies

1. Menerick commented that a letter needs to go out to someone to resume having the Naturalization Ceremonies held at the library. Ellen will connect with John Martin to find out who to contact about this.

F. Online Room Reservations

1. Menerick brought attention to the wording used on our website regarding room reservations. It currently states that we are understaffed and that patrons cannot make room reservations. Peters said we will work with tech services to update LocalHop on the website. Peters also mentioned that we are currently taking room reservations if you contact the front desk, but there will be an option to reserve a room online in the future.

23-35 Motion to set the date of the budget hearing for June 13th at 5:00 p.m. with board meeting to follow at 5:30 p.m. Motion by Lannon, seconded by Collins. Motion carried 7-0.

The hearing needs to be posted and published to the public.

9. COMMITTEE REPORT

A. Building and Grounds Committee - No Report

B. Executive Committee

1. Covered in New Business. The only topic not discussed was the news that we will hang pride flags by our indoor display in honor of Pride month in June.

C. Finance Committee - No Report

D. Personnel

1. Peters covered everything earlier in the meeting.

E. Policy – no report

10. DIRECTOR'S REPORT

- A. Peters briefly reviewed the report. The Summer Reading Kickoff Party is June 3rd. Collins will be attending as a greeter. Peters hopes the board will consider helping out as well. Programming has been doing great, especially adult programming. Envisionware has been installed and is running well. Peters has also been visiting schools and reading to local fourth grade classes.

11. PRESIDENT'S REPORT - no report

12. PUBLIC COMMENT

Fitzgerald thanked the board for allowing the reconstructing of staff responsibilities. That decision made six people really happy because they can use their skills to best serve the

community.

13. TRUSTEE COMMENT

Lannon said she loved the weekly calendars and the library engagement on TikTok. Menerick asked about the possibility of adding community events to the printed calendar. Smyka explained that the calendars already have limited space available for library programming, and was concerned that the community might not want their events published to the public.

14. NEXT REGULAR MEETINGS

Public Hearing: June 13, 2023 at 5:00 p.m.

Board Meeting: June 13, 2023 at 5:30 p.m.

Executive Committee Meeting: May 30, 2023 at 5:00 p.m.

15. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant