



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, July 11, 2023

Time: 5:30 p.m.

Place: Loutit District Library, Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of June 13, 2023 Pages 1-7
- B. Approve the special meeting minutes of May 30, 2023 Pages 8-9
- C. Approve Closed Session minutes of May 30, 2023
- D. Approve Closed Session minutes of June 13, 2023
- E. Approve June invoice payments in the amount of \$64,907.97

4. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

5. TREASURER'S REPORT

- A. Balance Sheet Reports as of June 30, 2023 Pages 10-14
- B. Revenue and Expenditure Reports as of June 30, 2023 Page 15-21
- C. Cash Summary Reports as of June 30, 2023 Page 22
- D. Check Register as of June 30, 2023 Pages 23-24

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Policies
- B. Changes in three job titles/descriptions Pages 25-35
- C. Election of Officers
 - 1. President
 - 2. Vice-president
 - 3. Treasurer

4. Secretary

D. Consideration of motion to adopt the 2023-2024 Board of Trustees Meeting Schedule Page 36

9. COMMITTEE REPORTS

Building and Grounds Committee
Executive Committee

Draft of minutes from the meetings of May 30, 2023 and June 27, 2023 Pages 37-39

Finance
Personnel
Policy

10. DIRECTOR'S REPORT

Pages 40-42

11. PRESIDENT'S REPORT

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. UNION BARGAINING COMMITTEE – closed session to discuss union negotiations

15. NEXT REGULAR MEETINGS

Board Meeting: August 8, 2023, 5:30 p.m.

Executive Committee Meeting: July 25, 2023, 5:00 p.m.

16. ADJOURNMENT

**Loutit District Library
Board of Trustees**

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.