



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 11, 2023**

1. The meeting was called to order at 5:30 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: Kimberly Rice (staff), Kerry Fitzgerald (staff)

2. APPROVAL OF AGENDA

23-53 Motion by Menerick, seconded by DeWitt to approve the agenda. The motion was carried 8-0.
Discussion: None

3. APPROVAL OF CONSENT AGENDA

23-54 Motion by Menerick, second by Rusco, to approve the consent agenda. The motion carried 8-0.

- A. Approve the regular meeting minutes of June 13, 2023
- B. Approve the special meeting minutes of May 30, 2023
- 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

Discussion:

Corrections to the minutes:

Collins: In the May 30 Meeting Minutes, on page 8 the motion should indicate closed session for the purpose of union negotiations.

Brooks: In the June 13 Meeting Minutes, on page 2 it should read beginning July 5 instead of July 5th, (Wednesday and Thursday evenings beginning July 5). On page 3 in the Treasurer's Report. The sentence that begins with "Update on transition" should read April 1, not April 1st.

DeWitt: On page 8, Motion 23-37 there is a typo in listing board members. On page 9, Motion 23-38 there was a typo in listing the board members.

4. PUBLIC COMMENT - none

5. TREASURER'S REPORT

- A. Balance Sheet Reports as of June 30, 2023
- B. Revenue and Expenditure Reports as of June 20, 2023

- C. Cash Summary Reports as of June 30, 2023
- D. Check Register as of June 30, 2023

Emily Greene, City of GH: We are preparing for the audit; reports in the packet are preliminary reports because of some items that could be within the 22-23 FY that haven't been reported.

6. TRUSTEE COMMENT

Rusco asked if we can change the board meeting to 5:00 p.m. since Menerick is retiring? Consensus was to change to 5:00 p.m. meetings going forward.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Policies – nothing to discuss at this time.
- B. Changes in job titles/descriptions – reviewed by Peters.

23-55 Motion by Belter, second by Lannon to approve the job titles/descriptions as presented by Library Director Ellen Peters. The motion carried 8-0.

Head of Circulation Services
Head of Local History and Genealogy
Head of Building and Grounds

Discussion:

Lannon said the board should not hold off, waiting for the contract to be settled, on approval of these job descriptions. The revised description for the tech changes will be presented to the board at the August meeting. Would show the changes in 'reporting to.'

- C. Election of Officers

23-56 Menerick made the motion for the current officers to continue for FY 22-23. Rusco seconded the motion. The motion carried 8-0.

Menerick wondered about having the Executive Committee meetings, did they really streamline the board meetings? Lannon suggested that the Executive Committee meet as needed rather than monthly. Peters said she would send the agenda out for any comments. Menerick suggested the board send their discussion topics and concerns to the President for filtering and the President will forward it to the library director. There was discussion of possibly fewer committee meetings, and if the committees were needed at all.

23-57 Lannon moved to adopt the meeting schedule as amended (5 p.m. board meetings). Seconded by Dewitt. Vote: 8-0

9. COMMITTEE REPORTS

- A. **Building and Grounds Committee** – Update on how the new janitorial situation is going: Harrison explained that we are a week in now. Individuals came highly recommended. Brooks asked if there are backups? They hope for a third person, doing interviews for additional staff. Commercial grade equipment is in place along with the cleaning supplies from one company.

Menerick asked how vacation times were being addressed? Harrison said we are hoping to stagger the times. Work shifts are from 9:00 p.m. to 1:00 a.m.

- B. **Executive Committee** – Minutes from the meeting of June 27, 2023. Peters started a discussion of weekend hours. The plan is to reduce Saturday hours, and add Sunday hours. The new Saturday hours would be 10:00 a.m to 2:00 p.m. and Sunday hours would be 1:00 p.m. to 4:00 p.m. There were concerns about when to have the Sunday concert series. It was suggested to not include during open hours during Sunday or put in the program room during open hours. Peters reviewed the situation with Zeeland. Peters looked at the reasoning behind the agreement with giving penal fines from the Ferrysburg area to the Spring Lake District Library. Ellen will look into the SL situation more.
- C. **Finance** – No Report
- D. **Personnel** - No Report
- E. **Policy** – No Report

10. DIRECTOR'S REPORT

Ellen reviewed her report and the progress on the Brooks Media Center. Patron communication was discussed, both social media and print. Brooks commented that he felt there was a need to have a physical newsletter at least once a year. Peters suggested at least a seasonal newsletter; possibly get sponsors because of the cost for printing and postage.

11. PRESIDENT'S REPORT

Brooks thanked the board for re-electing him. Brooks proposed continuing with the current committee make-up unless someone wants a change.

12. PUBLIC COMMENT

Kimberly Rice wanted to thank the Board for approving the revised job description which included a title change. She mentioned Congresswoman Hillary Scholten and her staff holding public hours at the library.

13. TRUSTEE COMMENT

Lannon made a comment about carpet cleaning, specifically the carpet in Program Room B. Harrison said the concern was being addressed with the new cleaning staff, and are seeing what options we have available.

14. UNION BARGAINING COMMITTEE

23-58 Motion by Lannon, second by Rusco, to go into closed session for the purpose of discussing union bargaining.

Roll Call Vote 8-0:

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

The board entered into closed session at 7:02 p.m.

23-59 Motion by Belter, second by Rusco, to give the library Director the approval to hire a lead negotiator for the contract negotiations with the two unions. The motion carried 8-0.

15. NEXT REGULAR MEETINGS

Board Meeting: August 8, 2023 at 5:00 p.m.

16. ADJOURNMENT

Meeting adjourned at 7:52 p.m

Secretary

Mary Jane Belter

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant

President

Burton Brooks