



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 8, 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, Penni DeWitt, Caryn Lannon, Marc Longstreet (arrived at 5:03 p.m.), Lisa Menerick, Cathy Rusco

Board Members absent: Nancy Collins

Library Staff present: Anne Harrison, Ellen Peters

City of Grand Haven Staff present: Emily Greene, Amanda Burnett

2. APPROVAL OF AGENDA

23-60 Motion by Menerick, seconded by DeWitt to approve the agenda. The motion was carried 6-0.
Discussion: None

3. APPROVAL OF CONSENT AGENDA

23-61 Motion by Belter, second by Lannon, to approve the consent agenda. The motion carried 7-0.
Discussion: The minutes of the July 11, 2023 closed session were not available.

23-62 Motion by Menerick, second by Rusco, to amend the motion to approve the closed session minutes at the September board meeting. The motion carried 7-0.

- A. Approve the regular meeting minutes of July 11, 2023
- B. Approve closed session minutes of July 11, 2023
- C. Approve July invoice payments in the amount of \$120,706.50

4. PUBLIC COMMENT - none

5. TREASURER'S REPORT

- A. Balance Sheet Reports as of July 31, 2023
- B. Revenue and Expenditure Reports as of July 31, 2023
- C. Cash Summary Reports as of July 31, 2023
- D. Check Register as of July 31, 2023

Emily Greene, City of GH: Emily discussed the number of signatories on the checking account and using electronic signatures for checks.

23-63 Motion by Lannon to reduce the number of signatories on the account to Emily Greene (Finance Director), Nicholas Brown (Treasurer), Ellen Peters (LDL Exec Director) and Anne Harrison (LDL Assistant Director) and use the electronic signature option. Rusco seconded. The motion carried 7-0.

Greene commented on the cost of mailing the board packets. She said to consider savings costs by not mailing. Longstreet agreed. Brooks reiterated he liked to have a hard copy. The electronic version of the board packet will be emailed. Hard copies will be printed for board members and available for pickup at the library. Brooks suggested sending several reminders when the packets are available.

Brooks mentioned this would be an appropriate time for the Finance Committee to meet and look at this year's 23-24 fy budget. Greene said the audit will be in the third week of August.

6. TRUSTEE COMMENT

Menerick offered to look at getting a charging station for the library from Tesla. She will pursue this. It was suggested that she contact Derek Gjadros with the City who is working on that for the City.

7. UNFINISHED BUSINESS - none

8. CLOSED SESSION TO DISCUSS UNION CONTRACT

23-64 Motion by Menerick, second by DeWitt to go into closed session for the purpose of discussing the proposed union contract. Roll Call Vote carried 7-0.

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

Into closed session at 5:22 p.m.

23-65 Motion by DeWitt, second by Menerick to come out of closed session. The motion carried 7-0. Out of closed session at 6:29 p.m.

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

9. NEW BUSINESS

23-66 Consideration of a motion to ratify the new July 2023 – June 2025 Union Contract. Motion by Lannon, second by Rusco. The motion carried 7-0.

23-67 Consideration of a motion to approve Assistant Director to move to DB Plan. Motion by Lannon, second by Belter. The motion carried 7-0.

23-68 Consideration of a motion to approve the salaries as presented for the LDL Exec Director and Assistant Director. Motion by Lannon, second by Menerick. The motion carried 7-0.

23-69 Motion by Menerick, second by Rusco for the current officers to continue for FY 22-23. The motion carried 7-0.

10. COMMITTEE REPORTS

- A. **Building and Grounds Committee** – No Report
Brooks asked about one of the new custodians resigning. The resignation was due to personal issues. Interviews are scheduled for a replacement.
- B. **Executive Committee** – No Report, No Meetings.
- C. **Finance** – No Report. Need to schedule a meeting later in September.
- D. **Personnel** - We are working on an update to the personnel manual. This would be a Personnel and Policy Committee task.
- E. **Policy** – No Report

11. DIRECTOR'S REPORT

Brooks Media Center: The first drawings were received, and the staff working on the project were not happy with them. They were sent back to the consultant for revisions. Menerick said she has connections with Steelcase and Herman Miller and was okayed to reach out to them. She also mentioned the second hand stores for Steelcase and Herman Miller as a possible source of furniture.

12. PRESIDENT'S REPORT

Brooks read a statement to include in the minutes. Menerick mentioned that recognition needs to be given to the GHACF for their financial assistance in hiring the search firm. Belter mentioned recognition should be made of staff work and efforts during the whole process and the past year and their commitment to the Library and serving patrons.

13. PUBLIC COMMENT - none

14. TRUSTEE COMMENT

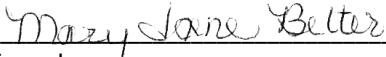
Discussion of future income: millage, Headley role back. This was a general discussion with varied comments, pro and con. No decision was made.

15. NEXT REGULAR MEETINGS

Board Meeting: September 12, 2023 at 5:00 p.m.

16. ADJOURNMENT

Meeting adjourned at 7:00 p.m.


Secretary

Mary Jane Belter

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant


President

Burton Brooks