



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 19, 2023**

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

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

Board Members absent:

Library Staff present: Anne Harrison, Ellen Peters

City of Grand Haven Staff present: Emily Greene, Beau Rajsic

2. APPROVAL OF AGENDA

23-70 Motion by Belter, seconded by Menerick, to approve the agenda. The motion was carried 8-0.
Discussion: None

3. APPROVAL OF CONSENT AGENDA

23-71 Motion by Menerick, second by DeWitt, to approve the consent agenda. The motion carried 8-0. Menerick amended her motion to approve items A and C. Item B, closed session minutes of August 31, 2023 will be approved at the October 10, 2023 board meeting. The motion carried 8-0.

23-72

- A. Approve the regular meeting minutes of August 31, 2023
- B. Approve the closed session minutes of August 31, 2023
- C. Approve August invoice payments in the amount of \$56,420.99

4. PUBLIC COMMENT - none

5. TREASURER'S REPORT

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

Emily Greene, City of GH: Emily said the audit is finalized and will be present at the next board meeting. Brooks asked if we would have it at a finance committee meeting instead of a whole board meeting. Nancy Collins said she would like to hear the details of the audit. Ellen will be scheduling the finance committee meeting. We will try and schedule for October 3, at 4:30 p.m. at least. The meeting will need to be posted. Greene said things seem to be going well, and she has no concerns.

6. TRUSTEE COMMENT

Longstreet expressed that he was discouraged that we came to the conclusion that we could not

pass a tenth of a mill on a ballot proposal. It would be a restoration of the millage pre-Headley. He said we need to really push for what the library does for people. Brooks said it does not have to pass in all governmental units. Brooks requested that it be put on the agenda for the finance committee. Menerick passed along very positive comments shared with her by a patron about Kim Rice, Head of Circulation Services, and Cheapstacks. 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 Gjados with the City, who is working on that for the City.

7. UNFINISHED BUSINESS - none

8. CLOSED SESSION: Pursuant to MCL 15.268(e) to consult with the Library and Library Authority Board's attorneys regarding trial or settlement strategy in connection with specific pending litigation, *Derdowski and Bailey v. Loutit District Library and Loutit District Library Board of Trustees, Case No. 23-7362-CD*, because an open meeting would have a detrimental financial effect on the litigation or settlement position of the Library and Library Board.

23-73 *Motion by DeWitt, Seconded by Menerick, to go into closed session for the purpose of discussing "Pursuant to MCL 15.268(e) to consult with the Library and Library Authority Board's attorneys regarding trial or settlement strategy in connection with specific pending litigation, *Derdowski and Bailey v. Loutit District Library and Loutit District Library Board of Trustees, Case No. 23-7362-CD*, because an open meeting would have a detrimental financial effect on the litigation or settlement position of the Library and Library Board."* The motion carried 8-0.

Roll call vote:

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

Into closed session at 5:18 p.m.

23-74 **Menerick moved, seconded by DeWitt, that the LDL Board of Trustees come out of closed session.**

Roll call vote:

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

The LDL Board came out of closed session at 7:18 p.m.

A brief recess was called.

The board meeting was called to order/resumed at 7:27 p.m.

9. NEW BUSINESS

A. Staff Cell Phone Policy

Harrison discussed the new cell phone policy, which will void the current cell phone policy. The LDL has entered into a plan with Verizon similar to what the city has. We will provide the staff with work phones. The cell phone policy was reviewed. Collins discussed amendments to the policy that she had emailed to staff. Amendments to the policy with suggested edits.

23-75 Motion by Belter, seconded by DeWitt, that the LDL Board approve the policy with the suggested amendments from Nancy Collins. The motion carried 8-0.

Discussion:

Menerick would like the phones labeled somehow to reflect that the staff are using LDL cell phones while working. Harrison confirmed that they are labeled and numbered. DeWitt asked about the cost of purchasing the phones and what the monthly charge would be. Harrison explained that the phones are free, have unlimited data, and can be used as hot spots for a \$50 per month charge. This is a business plan via Verizon that is for public entities.

B. New Facilities Staffing Proposal

Harrison said she was working to hire on people, but was having a hard time to retaining employees due to the amount of work and hours.

Two proposals were discussed:

1. Deep clean proposal, including floors, furniture, carpeting, and parking garage.
2. Five days a week for four hours to help with cleaning.

Current LDL cleaning employees would come in and do the cursory cleaning, the 'deeper' cleaning would be five days a week, four hours at a time.

Menerick moved that this should be sent to the building and grounds to look at the proposal and make sure we are getting the cleaning done that is needed. After discussion, she rescinded her motion.

There was a question regarding the budget for the work. Peters explained that we haven't been spending what was budgeted for cleaning and the number of staff budgeted for have not been fully employed.

23-76 Motion by Menerick, seconded by Rusco, that we approve the second quote (page 21) and the parking garage power washing be completed within the next 31 days, with the power washing scheduled twice a year. The motion carried 8-0.

Peters questioned if we could use capital improvement to do carpet and upholstery cleaning. The first quote (page 20 in the packet) for hard surface floors, carpets, and upholstery was referred to the building and grounds committee.

10. COMMITTEE REPORTS

- A. **Building and Grounds Committee** – No Report
- B. **Executive Committee** – No Report
- C. **Finance** – No Report
- D. **Personnel** - No Report
- E. **Policy** – No Report

11. DIRECTOR'S REPORT

Peters reviewed the items in the report.

There was a discussion on the preparation for the naturalization ceremonies. Peters said that there is a possibility the dates will be changed. Once the dates are confirmed, hopefully within the next several days, there will be a planning meeting.

12. PRESIDENT'S REPORT - no report

13. PUBLIC COMMENT - no public present

14. TRUSTEE COMMENT

Menerick commented that she had been in contact with Herman Miller and Howard Miller, but she had not yet heard from Steelcase. This is regarding furniture for the Brooks Media Center.

15. NEXT REGULAR MEETINGS

Board Meeting: October 10, 2023 at 5:00 p.m.

16. ADJOURNMENT:

Meeting adjourned at 8:05 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant