



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

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, September 19, 2023 (Rescheduled from September 12)

Time: 5:00 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 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

Pages 1-3

**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 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

Pages 4-8

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Pages 16-17

**6. TRUSTEE COMMENT**

**7. UNFINISHED BUSINESS**

**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.**

**9. NEW BUSINESS**

- A. Staff Cell Phone Policy
- B. New Facilities Staffing Proposal

**10. COMMITTEE REPORTS**

Building and Grounds Committee  
Executive Committee  
Finance  
Personnel  
Policy

**11. DIRECTOR'S REPORT**

Pages 20-22

**12. PRESIDENT'S REPORT**

**13. PUBLIC COMMENT**

**14. TRUSTEE COMMENT**

**15. NEXT REGULAR MEETINGS**

Board Meeting: October 10, 2023 at 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.