



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

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 10, 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, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

Board Members absent:

Library Staff present: Anne Harrison, Ellen Peters, Eliza Smyka

City of Grand Haven Staff present: Emily Greene

2. APPROVAL OF AGENDA

23-77 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.
Discussion: None

3. APPROVAL OF CONSENT AGENDA

23-78 Motion by Belter, second by Menerick, to approve the consent agenda. The motion carried 8-0.

Discussion: correct the Sept 19 minutes – Collins was present.

- A. Approve the regular meeting minutes of September 19, 2023
- B. Approve the closed session minutes of August 08, 2023
- C. Approve the closed session minutes of September 19, 2023
- D. Approve September invoice payments in the amount of \$56,557.53

4. PUBLIC COMMENT - none

5. TREASURER'S REPORT

- A. Balance Sheet Reports as of September 30, 2023
- B. Revenue and Expenditure Reports as of September 30, 2023
- C. Cash Summary Reports as of September 30, 2023
- D. Check Register as of September 30, 2023

Report by Emily Greene, City of Grand Haven, financial management provider for LDL. Greene said it was a clean audit, and things are going well. Questions were raised regarding the defined benefits. Greene asked about the employer percentage the board would like LDL to contribute. Currently, LDL pays 4.10%. Greene suggested the board consider increasing what is currently being paid in. She suggested LDL match the 6% employee contribution and create a surplus, going into a pool that would/could be used by any employees – current retirees and future employees. The recommendation from Greene is to put funds in to cover future needs. At least matching what the employees are paying. The question is, what can we afford? Greene has to put a budget together for next year. She would look at the numbers. Lannon agreed we should start by looking at the 6% and see if the budget would hold

for an increase. Brooks asked if that was something that we could increase in this year's budget. Greene will look at that. The extra would go to the surplus division. The board asked if Greene could bring a proposal to the November meeting. She will do that.

6. TRUSTEE COMMENT

Lannon asked that we move the board meetings to Program Room A to use the sound system in place. Or perhaps set up a sound system in Program Room B.

7. UNFINISHED BUSINESS

A. Review Cell Phone Policy

23-79 Motion by Lannon, seconded by Rusco to approve the amended policy. The motion was carried 8-0.

Discussion:

Dewitt asked about staff returning the cell phones when they are no longer employees. Harrison said she is writing up another policy for technology, which will include cell phones. Ten employees have cell phones. LDL is currently paying \$50 per month and will reassess in three months to see about reducing the amount once there is data on the usage.

B. Motion to Approve Janitorial Expenses

23-80 Motion by Belter, seconded by Rusco, to approve the contract with related janitorial expenses. The list includes deep cleaning of the facility (Kivac for bathrooms, waxing tile floors, and deep scrubbing all other floors but carpet), carpet cleaning, upholstery cleaning, and parking garage power washing. The motion was carried 8-0.

23-81 Motion Menerick, seconded by Rusco, to transfer funds in the amount of \$20,000 from the capital improvements to the maintenance fund. The motion was carried 8-0.

Discussion:

Harrison explained the work and costs. Building and Grounds Committee recommended we hold off on power washing the parking garage until spring. She asked that we approve now, and the committee can decide on a timeline. Everything can come out of capital improvements and move to the maintenance budget.

8. NEW BUSINESS

23-82 Motion by Belter, second by Menerick, to close the library on Friday, January 19, 2024 to assemble the Smithsonian exhibit. Vote: 8-0

Discussion:

We will have this traveling exhibit for six weeks. LDL will be gathering items from the community. The theme is innovation. LDL will be collecting artifacts from the community.

That Friday evening, we will have a reception for media, board, govt units, contributors, and partners. They will get the first look at the exhibit.

23-83 Motion by Menerick, seconded by DeWitt, to approve the 2023-24 closure calendar, including In-Service staff days for Nov. 10, 2023 and Feb. 19, 2024. The motion carried 8-0.

Motion by Menerick, seconded by DeWitt, to approve updated Meeting Room Policy. The motion was withdrawn due to the number of revisions, and the updated policy will be put on the November agenda.

Discussion:

Harrison reviewed the policy. Menerick commented that when the Community Center divided up rooms, it was difficult for Tuesday Musical to use the rooms. This policy would open it up more to non-profits. Collins asked if an organization could schedule a monthly meeting. Smyka answered that they can, but they are only able to for two months in advance. Menerick asked if when you have non-profits that meet every other month, will they be limited to six meetings? Smyka answered that they are not limited to six meetings, just limited to one per week. Also, looking at the length of the meetings. There was a question about governmental organizations making reservations– how broad do we go? Do we allow political parties? The board concluded that we would only allow people currently holding office to reserve rooms for office hours as long as they are not trying to recruit patrons to their political party. No campaigning is allowed. Brooks caught some grammatical errors: Page 1, Part B – each bullet point needs capital letters, as in Part A. Spell out the number and put the number in parenthesis. There was a question about how to address vaping. Brooks asked to approve and return the corrections to the November board meeting. It was asked that there be a notation added that states patrons can only reserve rooms on weekdays, not on weekends, and to check for open hours and days on the website.

Motion to approve the annual maintenance expenses as recommended by WJE. The motion was not made or seconded. The item will be referred to the Building and Grounds Committee.

Discussion:

Harrison presented the discussion with the recommendations for building maintenance that she and Marty have discussed with Ross. The board questioned if the board needed to approve the items. Harrison was asked to bring the list to the building and grounds committee first. Consideration was tabled until review by the Building and Grounds Committee.

Review Audit for 2022-23

Discussion: Emily Greene reviewed the audit during her report.

Collins commented that one of the things in the audit was the mention of Consumers Energy closing the Port Sheldon plant and asked how that would affect the budget.

9. COMMITTEE REPORTS

A. Building and Grounds Committee

- Minutes from the October 4, 2023 meeting:
- Updated on the Brooks Media Center: Ellen met with the engineer about what will be holding all the vinyl (cabinets) and the effect on the Smithsonian exhibit. Ellen will check with the GH Community Foundation whether there is a deadline for spending the money.
- Chihuly glass: We cannot get it. Menerick proposed that perhaps glass artists in the area would be willing to donate pieces. Other suggestions were made.
- Maker's Space (Program Room C): The Waanders family has given \$ 5,000 yearly for the Summer Reading Program. they are willing to give more money for bigger projects. The family likes the idea of funding the room. They want estimates, a list of what would be done, and do this over the course of several years. Discussed with the engineer what would be needed for structural, electrical, etc. We were told to put together a wish list, and Ross will review it.
- Tesla Charging Stations: We would get some money to assist. Menerick is working on this.

B. Executive Committee – No Report

C. Finance – Minutes from the Finance Committee. Lannon reported on the committee meeting.

- D. **Personnel** - No Report
- E. **Policy** – No Report

10. DIRECTOR'S REPORT

Peters reviewed the items in the report.

11. PRESIDENT'S REPORT

Brooks reported that he has formed a millage exploratory committee. Collins will chair, and Longstreet will serve on the committee. Will work with staff.

12. PUBLIC COMMENT - no public present

13. TRUSTEE COMMENT

Peters mentioned that the Naturalization Ceremonies would be starting again. Burton asked about the Status of the McDonald's sculpture. Peters has not heard back from the owner.

14. NEXT REGULAR MEETINGS

Board Meeting: November 14, 2023 at 5:00 p.m.

15. ADJOURNMENT:

Meeting adjourned at 7:20 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant