**EXECUTIVE COMMITTEE MEETING**

MINUTES

March 28, 2023

Meeting took place in Program Room B of the Loutit District Library.

Present: Mary Jane Belter, Burton Brooks, Caryn Lannon, Cathy Rusco

Staff: Ellen Peters, Eliza Smyka

Brooks called the meeting to order at 5:15 p.m.

**APPROVAL OF AGENDA –** Motion to approve the agenda – Motion by Lannon, second by Rusco; Passed 4-0

**PUBLIC COMMENT** **–** None

**TRUSTEE COMMENT** **–**  None

**APPROVE MINUTES FROM THE FEB 28, 2023, EXEC COMMITTEE MEETING.**

Motion to approve the minutes of the FEB 28, 2023, Exec Committee meeting.

Motion by Lannon, second by Rusco. Vote: 4-0

**REVIEW AGENDA FOR THE APRIL 11, 2023, REGULAR BOARD MEETING**

Peters may have additions to the agenda.

**New Business Item:**

1. **Hiring Four part-time janitorial staff members**
* Lannon wants to see cost estimates for the equipment and supplies. Marty is getting quotes. If adding 4 part-time employees, how would this affect the union contract. If Marty is the supervisor, what would the effect be? Would have to do a pay increase. Questions how the holidays would affect their pay. Rusco mentioned that staff is running all the numbers. Lannon expressed concern about worker shortages, and Peters commented that people were already interested in filling the positions. The thought is the LDL can add the 4 people for less than they are paying for Zervas. Lannon asks what the impact would be on benefits (PTO, insurance, salary, etc.)? Lannon is concerned that if this is considered a union position, we would need a letter of agreement, 1-year contract with the union. Or hire as independent contractors, but this will need to be run by the attorney. Belter brought up carpet cleaning, and that library should have a carpet cleaner for emergency use when there is an issue.
1. **Brooks Media Center**
* There will need to be a motion to proceed with the design work using Library Design Associates at the upcoming board meeting. The $60,000 to $75,000 is the total cost for the design work and completion of the project. Belter prompted the discussion on placement for the sculpture donated by the owner of the McDonald’s. Belter suggested talking to the Library Design Associates about possible placement, and where to obtain a base. The base would need to have a plaque recognizing the donor. Belter suggested exploring the possibility of placing the sculpture where the current adult reference desk is. It would be more visible for all library uses.
1. **Peters has reached out to the GHACF regarding the possibility of a grant. The current non-endowed fund in place would cover $41,000 of the project.**
2. **Approve annual maintenance projects recommended in the WJE assessment. Peters will supply the information through 2023-2024 FY.**
3. **Approval of the MERS plan for the new assistant director.**

**DISCUSSION ITEMS RELATED TO APRIL BOARD MEETING:**

1. **Financial Reports**
* Collins brings up that the financial reports we get at the board meeting are not for the month prior to the board meeting. Peters will check with the city about receiving the most up to date financial information for the month prior to the board meetings.
1. **Bond Accounts**
* Peters had questions about the bond accounts, balance and payments: where the money comes from for Account A and Account B. Emily Greene from the city is unsure where the money for the bonds comes from. Belter will contact Dennis Craun to see if he would meet with Peters, Anne Harrison, and Greene to explain process.
1. **Unfunded MERS**
* Where is the information of the unfunded MERS account?
* Anticipated sick leave – budgeted and unexpected: Collins wondered about having information about anticipated sick leave, etc. We incurred a large hit when Sara Derdowski and Amy Bailey left with their payout. Added to this was the payout from John Martin with his retirement.
1. **Financial reporting with a comparison to the previous year**
* This would add another column to the accounting. Peters will talk to Greene about this. It should be for both income and expenses.
1. **Promotions for open positions: Marketing and Administrative Assistant Positions:**
* Chelsea Payton has assumed the Community Engagement position previously held by Chelsea McCoy. It is being suggested that Smyka move into the Marketing Assistant position previously held by Payton (28 hours at $18.25). This raised questions of budgeting, does this need to go before the Personnel Committee and then the Board of Trustees? Lannon suggested tracking the time for both positions to see how much time is needed for both. Smyka is currently at a 20-hour position (admin) and the marketing position (vacant) is a 28-hour position. The suggestion was made to take this to the Personnel Committee as a full time 40-hour position.
1. **Union Bargaining Report to the Board:**
* Lannon questioned if there will be a need to go into closed session for the union bargaining. The discussion was that we should have a report from the board bargaining committee and that would be a closed session discussion. That could be put on into the regular agenda, and move the Committee reports to after the Director’s Report.

**DISCUSSION ITEMS:**

1. **Request for Reconsideration Form**
* Peters revised the “Request for Consideration” form; she discussed the revisions to the form she is suggesting. On a related note, Peters has reviewed the collection development policy and has several changes to suggest including adding the ALA’s information on selection criteria.
1. **Promotions for Open Positions**
* Covered in the discussion of Smyka becoming Marketing Assistant in addition to her current Administrative Assistant position.

**REVIEW MONTHLY PLANNER –** Not done.

**PUBLIC COMMENT –** None

**TRUSTEE COMMENT –**  None

**ADJOURN**: 6:40 p.m.

**UPCOMING MEETING DATES**:

Board of Trustees – Tuesday, April 11 @ 5:30 p.m., LDL Program Room B

Union Bargaining Committee Meeting – April 12

Executive Committee – Tuesday, April 25 @ 5 p.m., LDL Program Room B

Respectfully submitted,

Ellen Peters

Executive Director