**EXECUTIVE COMMITTEE MEETING**

MINUTES

June 27, 2023

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

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

Staff: Anne Harrison, Ellen Peters, Eliza Smyka

Brooks called the meeting to order at 3:51 p.m.

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

**PUBLIC COMMENT** **–** None

**TRUSTEE COMMENT** **–**  None

**APPROVE MINUTES FROM THE MAY 30, 2023, EXEC COMMITTEE MEETING**

Motion to approve the minutes of the May 30, 2023, Exec Committee meeting.

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

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

Bargaining meeting update – closed session

Remove closed session for Director Evaluation.

Move MERS discussion out (cover in closed session, along with negotiations update).

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

1. **Sunday Hours**

* Starting July 5, 2023, we will be extending evening hours. We will start Sunday hours in the fall. Leadership had discussed that the people that open come in 15 minutes early, and stay 15 minutes after.
* The proposed Saturday hours would be 10:00 a.m-2:00 p.m. We are currently open until 6:00 p.m. on Saturdays. Patron use is very low during the later hours. If the hours were extended to 4:00 p.m. lunch breaks would need to be included and an extra staff member scheduled. This would create extra cost and reduce staff coverage availability during the week.
* The proposed hours for Sunday would be 1:00 p.m.-4:00 p.m. Rusco asked if that would be comparable to other libraries like Spring Lake. In the past Saturdays were quieter so perhaps offer more hours on Sundays. Rusco expressed that we have two separate issues: open hours and getting paid for the time opening and closing. Lannon asked if people are at their hourly max? Is that why those are the proposed hours?

Harrison responded that the concern is we are taking away from needed staff coverage during the week. The board suggested that if concerts are scheduled, they should be done after 4:00 p.m. Setup and concerts during regular open hours were a disruption for some patrons.

1. **Possible change of three positions — one title and two reporting.**

Discussed at the union meeting.

1. We discussed Kimberly Rice’s position. Just changing her title to Head of Circulation Services.
2. We discussed Jeanette Weiden’s position. We would change her title to Head of Local History and Genealogy, and have her report to Harrison instead of Katie Alphenaar.

Have this information ready for the board meeting for the board approval.

1. **Zeeland and Articles of Incorporation**
2. There was a brief discussion of the history of the agreement.
3. **Election of Officers**
4. Brief discussion of the scheduling for the July meeting with committee appointments being made at the August meeting.

**REVIEW MONTHLY PLANNER**

**PUBLIC COMMENT –** None

**TRUSTEE COMMENT –**  None

**ADJOURN**: 4:55 p.m.

**UPCOMING MEETING DATES**:

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

Executive Committee – Tuesday, July 25 @ 5:00 p.m. LDL Program Room B

Respectfully submitted,

Ellen Peters

Executive Director