



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, November 14, 2023

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 October 10, 2023

Pages 1-4

B. Approve October invoice payments in the amount of \$101,506.85

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 October 31, 2023

Pages 5-9

B. Revenue and Expenditure Reports as of October 31, 2023

Pages 10-15

C. Cash Summary Reports as of October 31, 2023

Page 16

D. Check Register as of October 31, 2023

Pages 17-18

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

A. Motion to approve updated Meeting Room Policy

Pages 19-24

B. Update on Robinson Book Drop

Page 25

8. NEW BUSINESS

A. Review Local History and Genealogy Study Room Policy

Page 26

B. Request meeting of Building and Grounds/Finance Committee

C. Discuss Board/Staff Communication, meeting content

D. Approve MERS DC default employee contribution rate

Pages 27-43

9. COMMITTEE REPORTS

A. Millage Exploratory Committee

1. Review Memo drafted from November 2, 2013 Meeting

See Attachment

- B. Building and Grounds Committee
- C. Finance Committee
- D. Personnel
- E. Policy

10. DIRECTOR'S REPORT

Pages 44-47

11. PRESIDENT'S REPORT

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. NEXT REGULAR MEETINGS

Board Meeting: December 12, 2023 at 5:00 p.m.

15. 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.