EXECUTIVE COMMITTEE MEETING

MINUTES

January 31, 2023

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

Present: Belter, Brooks, Lannon, Rusco

Staff: Peters, Fitzgerald, Alphenaar

Brooks called the meeting to order at 5:03 p.m.

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

**PUBLIC COMMENT** **–** None

**TRUSTEE COMMENT** **–**  None

**REVIEW MINUTES FROM JANUARY 10, 2023 EXECUTIVE COMMITTEE MEETING**

Motion to approve – Motion by Rusco, second by Lannon; Passed 4-0

**REVIEW PROPOSED AGENDA FOR February 14, 2023 BOARD MEETING**

Belter: Keep in mind if we are going into closed session to discuss negotiations, we will need to amend the agenda at the beginning of the meeting.

**DISCUSSION ITEMS –**

1. Review New Hire Policy regarding drug testing and physical exam: Discussion of physical requirements and medical evaluation. Recommended that we check with our insurance carrier. Keep background check. Peters: Recommend at the board meeting to eliminate the drug testing and physical exam. The library employee charged for all of the testing will be reimbursed. Check the wording in the personnel policy if there is something about drug testing.
2. Update on the Staffing of Community Engagement Librarian and Administrative Assistant positions: Have good candidates for the assistant director position, the leadership team will be part of the Zoom interviews. The candidates will be narrowed down for in-person interviews.

Community Engagement Librarian position: Will fill the Assistant Director position first, then work on this position. There may be an assistant director candidate that could be a candidate for the Community Engagement Librarian position.

Administrative Assistant will be starting this week Thursday. Will go through the entry process with the City of Grand Haven HR staff.

1. Update on the budget process: Met with Emily Greene and have worked on an amended budget. Worked on the chart of accounts and aligned them with the State if Michigan recommendations for the accounting. Will start this Thursday working on the actual budget.
2. Brooks Media Center: Alphenaar and Fitzgerald: Will house the vinyl collection and will use the funds given to LDL (held at GHACF) to help pay for the project. Alphenaar explained the floor plan and the reasoning for the changes. A project management plan is being developed. Ross Smith has given input on the plan and architectural input is forthcoming. Belter suggested looking for local corporate partners for furniture, etc.
3. Envisionware: This will be part of the Brooks Media Center but will also be put in use now. Staff will have better numbers and this will require a motion to approve at the February 14, 2023 board meeting.

**REVIEW MONTHLY PLANNER –** Discussion of the director evaluation and placement on the monthly planner schedule. As chair of the personnel committee, Cathy Rusco would like to review the director evaluation form used in the most recent director evaluation. Brooks: There is a possibility of new board members (at least one) so this will need to be considered when discussing the director evaluation.

**PUBLIC COMMENT –** None

**TRUSTEE COMMENT –**  None

**ADJOURN**: 6:38 p.m.

**UPCOMING MEETING DATES**:

Executive Committee -- Tuesday, February 28, 2023 @ 5:00pm, LDL Program Room B

Board of Trustees– Tuesday, March 14, 2023 @ 5:30pm, LDL Program Room B

Executive Committee -- Tuesday, March 28, 2023 @ 5:00pm, LDL Program Room B

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

Respectfully submitted,

Ellen Peters

Executive Director