



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 12, 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, Elizabeth Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public: Laurie Larsen, Frank Kennedy

2. **APPROVAL OF AGENDA**

23-92 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

23-93 Motion by Menerick, second by DeWitt, to approve the consent agenda with the corrections to the minutes. The motion carried 8-0.
Discussion: Corrections to the minutes were reviewed.

- A. Approve the regular meeting minutes of November 14, 2023
- B. Approve October invoice payments in the amount of \$41,763.10

4. **PUBLIC COMMENT** - none

5. **TREASURER'S REPORT**

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

Report by Emily Greene, City of Grand Haven, financial management provider for LDL. Greene said there were no issues with this month's financials. She is currently working on the ten (10) year financial plan.

Collins asked why the bond maintenance fund can only be used for maintenance, but the interest can be used for other things. This is because of the ballot wording and restrictions.

Brooks had a question about page 17: BLP security light check #20925 \$4938.79 – It was coded as security light. Greene replied that it was our normal monthly bill and that possibly there was one other item that included something with the security light. The way the software works, it just takes the first line item to include in the title but cuts off anything that would not fit on the report.

Question about the bill from Dykstra Landscape Services: Not sure if the issue was that they had not billed for several months. Harrison will follow up with Marianne Case.

Menerick mentioned landscape issues, care-trimming, mulch needed, etc. Harrison will check with Marty Lidacis to see if Dykstra has performed routine landscape services as contracted.

6. TRUSTEE COMMENT

Belter mentioned the MLA Advocacy webinar on banned books on December 14, 2023, and that it would be available for viewing on the MLA website.

7. UNFINISHED BUSINESS

A. Staff Holiday Luncheon

Village Baker cannot do this until later on Wednesday, so it will be at 2:00 p.m. They will not deliver; Cathy Rusco will do the pickup.

B. Reception for Smithsonian Exhibit

Peters asked if we should include beer and wine (cash bar) during the reception. Kenzie's Be Cafe would handle this independently. They have their own liquor license and insurance coverage; their staff is trained to serve. Peters checked with the insurance company; they want a copy of the paperwork from Kenzie's Be Cafe. This is an invitation-only reception: museum, city partners, organization partners, etc. It will be a "sneak peek" of the exhibit prior to its opening to the public. Belter raised the concern that the board had previously (a number of years ago) discussed serving alcohol for an event and decided no. She was unsure if this became an independent policy or was a discussion. Harrison did a search and found that the board had discussed this in 2021, but she could not find anything in the adopted policies other than a reference in the policies for the use of Program Rooms A and B. Lannon said if the policy has been removed from the books, we can proceed. Peters mentioned that due to time constraints, Kenzie's Be Cafe needs an answer by Dec 13, and a decision must be made at this board meeting.

Motion to decide what to do for the January exhibit.

23-94 Lannon moved that we contract with Kenzie B's, seconded by Longstreet, pending approval from our insurance carrier, to offer beer and wine for sale at the January 19, 2023, invitation-only reception for the opening of the Smithsonian exhibit. The vote carried 5-3. Opposed: Collins, Menerick, Brooks.

Discussion:

Collins feels that there are other opportunities for individuals to get alcohol, and suggests we offer non-alcoholic beverages. Peters said we plan on offering non-alcohol beverages and light refreshments. Menerick mentioned we need to establish a policy to address this for future events.

8. NEW BUSINESS

A. Motion to approve Study Room Policy

23-95 Motion by Menerick, seconded by Lannon to approve the updated Study Room Policy. The motion carried 8-0.

Discussion:

Harrison explained the policy and the reason for the changes. Collins asked who could use the study room.

B. Motion to approve Board meeting dates for July - December 2024

23-96 Motion by Menerick, seconded by DeWitt, to approve the meeting schedule for July through December 2024. the motion carried 8-0.

Discussion: Concerns were raised about following a seminar Harrison participated in on the Open Meetings Act. Dates must be published for the calendar year rather than the fiscal year. Collins asked if we could still alter the meeting dates at the annual meeting in July for the balance of the year if needed. Peters replied that we could, as long as it is posted about the change before the meeting.

C. Motion to approve the printing budget for newsletters

23-97 Motion by Menerick, seconded by Rusco to approve the printing/ mailing of two newsletters: Winter/Spring (March, April, May) and Summer (June, July, and August), plus one postcard with millage facts (June) at an amount not to exceed \$40,000 with funding for this to come from the transfer of interest generated from the maintenance fund. The motion carried 8-0.

Discussion:

Peters said the plan was to print a newsletter for March to April, May to June, and July to August. None of the cost is in the marketing budget. We can use the interest generated from the maintenance fund to cover this.

9. COMMITTEE REPORTS

- A. **Millage Exploratory Committee** - No Report
- B. **Building and Grounds Committee:**

Review Joint Building and Grounds and Finance Committees Minutes. Rusco reported on the meeting. Discussed the next phase following the completion of the Brooks Media Center. The completion of that offers other opportunities for needed changes. Moving some staff over to the circulation staff area that can be used differently. Moving the Reference and Information staff and admin over to that area. this would open the current Reference and Information office staff space to accommodate Kate Tobin for technology and create another study room. this would also open space for Genealogy and Local History, which is needed. Menerick commented that when we need another roof, consider opening up another floor, possibly on the north side. she also suggested we add solar power on the south side. If we need the space now – maybe an overall design, think about needs, etc. There was also discussion of going back to microfilm, as digit shows signs of disintegration. Peters commented that the Millage Yes Committee has an additional member, Frank Kennedy.

- C. **Executive Committee** – No Report
- D. **Finance** – See above
- E. **Personnel** - No Report
- F. **Policy** – No Report

10. DIRECTOR'S REPORT

Peters reviewed the items in the report. Collins had questions on the calendar: the annual report and the state aid report. Peters is working on this. Annual report – hoping to have done by the end of December. State aid report due in February.

11. PRESIDENT'S REPORT

Brooks is glad to see we are doing well on Saturdays and Sundays. He hopes we can return to the hours we previously were open, particularly on Saturdays. Peters mentioned Sunday visits are also increasing.

12. PUBLIC COMMENT

Laurie Larsen commented that she enjoyed the Sunday concert, and appreciated the extended hours. The additional hours have been added.

13. TRUSTEE COMMENT

DeWitt suggested that perhaps we offer employees a financial incentive to work weekends. That would need to be a union contract discussion item. The issue is one of scheduling with the current number of staff and meeting all the coverage needs. Peters said that with additional money, such as what would be generated by the Headley override proposal, there would be more money in the budget for extending hours, increasing staff, and community outreach. Menerick made a comment that local radio stations are free. She encouraged staff to take advantage of that. Local businesses will be highlighted in the Smithsonian exhibit.

14. NEXT REGULAR MEETINGS

Board Meeting: January 9, 2024 at 5:00 p.m.

15. ADJOURNMENT:

Meeting adjourned at 6:33 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant