



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 5:04 p.m. in Program Room B by Vice President Rusco.**

**Board members present:** Mary Jane Belter, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

**Board Members absent:** Burton Brooks

**Library Staff present:** Anne Harrison, Ellen Peters, Elizabeth Smyka

**City of Grand Haven Staff present:** Emily Greene

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

**24-01 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 7-0.**

Discussion: Belter discussed amending the agenda to allow for discussion of the new business motion regarding the salary increases for the Executive Director and the Assistant Director to allow for input from Emily Greene regarding budget implications. It was decided that Greene would address salary increase costs and budget implications as part of her reporting under the Treasurer's Report review/discussion.

3. **APPROVAL OF CONSENT AGENDA**

**24-02 Motion by Menerick, second by DeWitt, to approve the consent agenda. The motion carried 7-0.**

Discussion: Corrections to the minutes were reviewed.

- A. Approve the regular meeting minutes of December 12, 2023
- B. Approve December invoice payments in the amount of \$37,037.06

4. **PUBLIC COMMENT** - none

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of December 31, 2023
- B. Revenue and Expenditure Reports as of December 31, 2023
- C. Cash Summary Reports as of December 31, 2023
- D. Check Register as of December 31, 2023

Report by Emily Greene, City of Grand Haven, financial management provider for LDL. Greene said we are closing in on finalizing the ten year financial plan this week. Will send the draft to Ellen. Question if it goes to the finance committee before coming to the board. Will set up times to meet regarding the budget. Questions regarding the utility bill being high – was a normal bill. It was the way it noted in the accounting.

**Proposed salary increases for the Executive Director and the Assistant director:**

Greene: Looked at the budget through June 30, 2024. Figured the numbers for a 3.5 and a 4% increase (handout distributed to the board). Looking at the budget, the board will not have to do a budget amendment at this time. She feels that we have enough room in the budget for this.

**6. TRUSTEE COMMENT**

Menerick requests a Building and Grounds Committee meeting and do an update on the calendar for the building maintenance and look at solar panels. She suggested having the Building and Grounds meet before the Finance committee. Menerick would also like to get a copy of the BLP bills for the last three years to prepare for the meetings.

Rusco requested to update the board regarding the lawsuit at the February board meeting.

**7. UNFINISHED BUSINESS**

**A. Update on Brooks Media Center**

Peters: Everything has been ordered except for two chairs. Working outside of the design company because their bids are so high. There will be a need to go into the general fund for the balance of the funding. The goal is to finish prior to the end of April and then do the report to the GHACF. Belter suggested extending an invite to the staff and board of the GHACF for a 'personal' walk-through of the new Brooks Media Center.

**B. Website Room Reservations Live!**

Individuals are able to make room reservations through the website.

**C. Spark Reception and Opening Day**

The reception will be in the lower level from 6:00 p.m. to 8:00 p.m. Docents are planned to assist, and board members are invited to assist as greeters. There will be opening remarks at 6:30 in the upper level. LDL partners, exhibit partners, and individuals from the LDL governmental units have been invited.

**8. NEW BUSINESS**

**A. Annual salary increases for the Executive Director and the Assistant Director.**

Peters and Harrison left the meeting room during the discussion.

Lannon explained that during negotiations, Peters and Harrison received a COLA. They did not receive a salary increase because we had just done a six-month evaluation of Peters. Greene had presented the costs for a 3.5% and a 4%—salary increase. Board members expressed opinions on the percentage amounts suggested. During the discussion, it was decided that the Executive Director's evaluation be changed to a period just prior to her hire date anniversary and the timing of a review of her salary adjustment/increase.

**24-03 Motion by Menerick, second by Lannon, to approve the salary increase for the Executive Director at 4% retroactive to her hire date anniversary December 5, 2023. The salary increase for the Assistant Director will be effective on her hire date anniversary of April 17, 2024, at a percentage not to exceed 4%. Salary increases are based on annual performance reviews and are determined annually. The motion carried 7-0.**

**B. Policy Committee meeting requested**

Peters explained that there are a number of policies that need to be reviewed, including serving of alcohol in the building. Harrison is working on the review. The Personnel Policy was amended/updated by the GH City HR to reflect the contract and current language.

### C. Office 365 Upgrade Information

GHAPS is helping with the transformation. This will affect board emails. Belter wanted assurances that this change would not impact the records of all prior and current emails sent through the current email system. Harrison said everything will be backed up and available.

## 9. COMMITTEE REPORTS

- A. **Millage Exploratory Committee** - Peters: the committee makeup is almost 6 members. Board members asked about the timeline for submitting ballot language to the Ottawa County Clerk's office, if the ballot language needed to be approved by each governmental unit or specifically by the GHAPS since the LDL operates within the boundaries of the GHAPS. There will be a draft ballot language written, submitted to the LDL attorney and then come to the board for their approval. The timeline for this is March 2024 approval by the LDL board and then submission to the Ottawa County Clerk's office.
- B. **Building and Grounds Committee** - Need to schedule a meeting.
- C. **Finance** - Need to schedule a meeting after the Building and Grounds Committee meeting.
- D. **Personnel** - No Report
- E. **Policy** - Will schedule a meeting.

## 10. DIRECTOR'S REPORT

Ellen reviewed items in the report. Stats show usage, program attendance, etc. is up from last year. **Annual report:** The draft of the annual report was reviewed with several corrections: the list of board members and their government unit does not correspond, and the logo for Ottawa County Parks does not have an identifying name. Distribution/presentation of the annual report to governmental units was discussed. **Monthly planning calendar:** a number of corrections, updates, changes, and additions to the monthly planner were given.

11. **PRESIDENT'S REPORT** - No Report

12. **PUBLIC COMMENT** - None

13. **TRUSTEE COMMENT** - None

## 14. NEXT REGULAR MEETINGS

Board Meeting: February 13, 2024 at 5:00 p.m.

## 15. ADJOURNMENT

Meeting adjourned at 6:42 p.m.

---

Secretary

Mary Jane Belter

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant

President

Burton Brooks