



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, March 3, 2020

Time: 4:30 p.m.

Place: Loutit District Library Program Room B

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. STAFF PRESENTATION – BEN KNIGHT

4. ANNUAL AGENDA OUTLINE REVIEW

Pages 4-7

5. APPROVAL OF CONSENT AGENDA

A. Approve the February 4, 2020 regular meeting minutes

Pages 8-11

B. Approve January 2020 Check Register in the amount of \$203,015.34

Pages 12-14

C. Approve revision to Personal Time Off (PTO) Policy

Pages 15-16

6. PUBLIC COMMENT

7. TRUSTEE COMMENT

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Consideration of a motion to approve revisions to the following job descriptions as recommended by the Personnel Committee:

1. Library Assistant II (Reference and Information)

Pages 17-19

2. Library Aide II (Reference and Information)

Pages 20-22

3. Library Assistant II (Local History)

Pages 23-25

4. Library Assistant III (Local History)

Pages 26-28

5. Library Assistant I (Circulation)

Pages 29-32

6. Library Assistant I (Cataloging)

Pages 33-36

7. Library Aide I (Circulation)

Pages 37-39

407 Columbus Avenue, Grand Haven, MI 49417

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8. Librarian (Reference and Information)	Pages 40-42
9. Library Director	Pages 43-46
10. Assistant Director, Library Operations	Pages 47-50
11. Assistant Director, Finance and Human Relations	Pages 51-54
12. Assistant Director, Library Services	Pages 55-58
B. Consideration of a motion to approve elimination of one 24-hour per week Library Aide II position in Reference and Information Department as recommended by the Personnel and Finance committees	Pages 59
C. Consideration of a motion to add one 24-hour per week Reference and Information Library Assistant II position as recommended by the Personnel and Finance committees	Pages 60
D. Consideration of a motion to increase hours for two Reference and Information Library Aide II positions from 24 hours per week to 28 hours per week as recommended by the Personnel and Finance committees	Pages 61
E. Consideration of a motion to authorize Grand Haven Area Public Schools to upgrade existing security cameras and add additional security cameras to improve coverage inside and outside the library	Pages 62-72
F. Consideration of a motion to allocate approximately \$72,500 annually from Robbins Road property sale proceeds to the annual Bond B debt service payment	Pages 73
G. Consideration of a motion to approve changes to the Fund Balance Policy as recommended by the Finance Committee	Pages 74-76
H. Consideration of a motion to approve a three-year contract with Dykstra Landscape Management, Inc. for year-round grounds maintenance, including snow-plowing, sidewalk snow removal, and salting at 407 Columbus, the Library's Columbus Avenue parking lot, and the Masonic Temple parking lot as set forth in the Library's Easement Agreement with the Mason's, and to authorize Library Director John Martin, to sign the agreement on behalf of the Library	Pages 77-81
I. Consideration of a motion to authorize Trane to replace portions of boiler 1 and 2 exhaust flues in the amount of \$7,962.00. Funds are available in the Fund Maintenance fund balance to cover this unexpected expense	Pages 82-83
J. Consideration of a motion to approve the estimate from Rycenga Electric, Inc., for installation of electrical and computer lines for Public Computing which was recently relocated to the area behind the Adult Information Desk	Pages 84-85

10. TREASURER'S REPORT

A. General Fund Financial Report as of January 31, 2020	Pages 86-89
B. Maintenance Fund Financial Report as of January 31, 2020	Pages 90-91
C. Debt Service Fund A Financial Report as of January 31, 2020	Pages 92-93
D. Debt Service Fund B Financial Report as of January 31, 2020	Pages 94-95
E. Bank Account Report as of January 31, 2020	Page 96

11. COMMITTEE REPORTS

A. Finance	
1. Minutes from meeting of Feb. 3, 2020	Pages 97-99
B. Building and Grounds	

- C. Planning
- D. Policy
- E. Personnel

- 1. Minutes from the meeting of February 18, 2020

Pages 100-101

12. DIRECTOR'S REPORT

Pages 102-105

13. PRESIDENT'S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. NEXT REGULAR MEETINGS

- A. April 7, 2020, 4:30 p.m., LDL Program Room B
- B. May 5, 2020, 4:30 p.m., LDL Program Room B

17. ADJOURNMENT