



# Loutit District Library

Expanding Horizons, Enriching Minds

## BOARD OF TRUSTEES MEETING

Date: Tuesday, April 7, 2020

Time: 4:30 p.m.

Place: ONLINE MEETING VIA ZOOM DUE TO CLOSURE OF LIBRARY

Join Zoom Meeting

<https://zoom.us/j/114525361?pwd=YTRyRnIrUIZTZzJRRmljR3ZUSTBsdz09>

Meeting ID: 114 525 361

Password: 434215

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## AGENDA

### 1. CALL TO ORDER AND ROLL CALL

### 2. APPROVAL OF AGENDA

### 3. ANNUAL AGENDA OUTLINE REVIEW

Pages 1-4

### 4. APPROVAL OF CONSENT AGENDA

A. Approve the March 3, 2020 regular meeting minutes

Pages 5-9

B. Approve February 2020 invoice payments in the amount of \$170,043.35

Pages 10-12

### 5. PUBLIC COMMENT

### 6. TRUSTEE COMMENT

407 Columbus Avenue, Grand Haven, MI 49417

Phone (616) 850-6900 ~ [www.loutitlibrary.org](http://www.loutitlibrary.org)

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- A. Consideration of a motion to determine staffing levels and compensation during COVID-19 shutdown Pages 13-15
- B. Consideration of a motion to approve upgrading the Maintenance Technician position from part-time 20-hours per week to full-time 32-hours per week as recommended by the Finance and Personnel committees Pages 16
- C. Consideration of a motion to amend the library's MERS 457 savings plan to exempt contributions from employee's excess Paid Time Off payout from the library two percent contribution match Page 17-21
- D. Consideration of a motion to approve a three-year contract extension with Kingdom Fire Protection for inspection, testing and maintenance of the library's wet and dry fire protection systems Pages 22-26

**9. TREASURER'S REPORT**

- A. General Fund Financial Report as of February 29, 2020 Pages 27-30
- B. Maintenance Fund Financial Report as of February 29, 2020 Pages 31-32
- C. Debt Service Fund Financial Report as of February 29, 2020 Pages 33-36
- D. Bank Account Report as of February 29, 2020 Page 37

**10. COMMITTEE REPORTS**

- A. Finance
  - 1. Minutes from the March 10, 2020 joint meeting of the Finance and Personnel Committees Pages 38-39
- B. Building and Grounds
- C. Planning
- D. Policy
- E. Personnel

**11. DIRECTOR'S REPORT**

Pages 40-43

**12. PRESIDENT'S REPORT**

**13. PUBLIC COMMENT**

**14. TRUSTEE COMMENT**

**15. NEXT REGULAR MEETINGS**

- A. May 5, 2020, 4:30 p.m., TBA
- B. June 2, 2020, 4:30 p.m., TBA

**16. ADJOURNMENT**