

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
October 1, 2019**

The meeting was called to order by President De Young at 4:30 pm in the Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse,  
Dave De Young, Caryn Lannon, Kathy Osmun, Cathy Rusco

Board members absent: Lisa Menerick (arrived at 5:11 pm)

Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore

Also present: Sandi Gentry (RE/MAX Lakeshore), Doug Vredeveld (Vredeveld Haefner LLC),  
Krystle Wagner (Grand Haven Tribune), Laura Grant, Teri VanHall

Approval of Agenda

**19-67 Moved by Brooks, supported by Lannon, to approve the Agenda as amended. Motion carried 7-0.**

Annual Agenda Outline Review

The outline was received and reviewed. Trustees are to send Belter suggestions for goals. FitzGerald and Moore will be attending the Michigan Library Association Annual Conference in Novi. Martin will provide regular progress updates in his Director's Report on items in the Strategic Plan.

Special Presentation – Dr. Wallace Ewing Art Donation

Ewing presented the watercolor *Grand Haven Lighthouse on the Bluff*, painted by local artist Emma McDonald Coppens (a relative) for consideration to hang in the Local History and Genealogy Room, and shared a brief history of the painting and the artist.

**19-68 Moved by Bulthouse, supported by Belter, to accept the donation of *Grand Haven Lighthouse on the Bluff* from Dr. Wallace Ewing. Motion carried 7-0.**

**19-69 Moved by Menerick, supported by Bulthouse, to approve the Consent Agenda. Motion carried 7-0.**

- A. Approve the regular meeting minutes of September 10, 2019
- B. Approve closing the library at 6:00 pm on Wednesday, November 27, 2019 for the Thanksgiving holiday
- C. Approve August 2019 Check Register in the amount of \$247,630.72

Public Comment

Laura Grant (193 E 26<sup>th</sup> St, Holland, MI), introduced herself a graduate student working on her library degree, completing an assignment to observe a board meeting.

Trustee Comment

None.

Unfinished Business

**19-70 Moved by Belter, supported by Rusco, to approve a purchase offer for 715 Robbins Road. Motion carried 7-0.**

Realtor Sandi Gentry reviewed the final counter offer from Barry Lafrenere of \$625,000, requiring no new survey, and allowing for an inspection period of 120 days, along with two other considerably lower purchase offers on the property.

**Roll call vote:**

Belter – yes

Rusco – yes

De Young – yes

Brooks – yes

Menerick – absent

Bulthouse – yes

Lannon – yes

Osmun – yes

Gentry will put up a contingent sign on the property.

New Business

**19-71 Moved by Belter, supported by Bulthouse, to accept the Fiscal Year 2018-2019 Annual Audit. Motion carried 7-0.**

Doug Vredevelde presented the draft audit, noting a clean opinion and a great level of fund balance.

**19-72 Moved by Belter, supported by Brooks, to approve the draft FY 2018-2019 Annual Report with minor changes. Motion carried 7-0.**

FitzGerald explained that she's waiting to hear from the Lakeland Library Cooperative on the final total collection numbers. Total count for the digital collection may not be possible to obtain from vendors. Brooks suggested putting the total digital items checked out instead. The annual report will be presented, along with the summary of the strategic plan, to governmental units.

Menerick arrived at 5:11 pm.

**19-73 Moved by Belter, supported by Lannon, to approve sending a letter to Macmillan Publishing objecting to their decision to restrict library access to electronic publications. Motion carried 7-0.**

## Discussion of Strategic Plan implementation and Board involvement

Going forward, this will be a part of the Director's Report.

## Treasurer's Report

The August 31, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski stated that there was nothing unusual noted across all funds.

Derdowski contacted Grand Haven Township regarding possible advanced notification of future tax tribunal petitions. Currently, she is receiving notices of petitions once they are settled at the MI Tax Tribunal. Ashley Larrison, Assistant Assessor/Deputy Treasurer, indicated that Grand Haven Township would work on establishing an internal process so that earlier notification could occur. Derdowski will be reaching out to the remaining municipalities with a similar request regarding the timing of the notifications.

Recently settled cases for Walmart and American Dunes will reduce the library's revenue in the following way:

2018 Reduction - \$806 Walmart

2019 Redution - \$825 Walmart and \$340 American Dunes

Another case is pending that has the potential to reduce revenues by \$3,400 for 2019. Grand Haven Township is currently disputing the change and the outcome is unknown at this point.

## Committee Reports

### Finance Committee – Burton Brooks

The committee met at 2:00 pm and granted tentative approval to the FY 2018-2019 Audit. Their next meeting is scheduled for November 7 at 4:30 pm. They will discuss the Defined Benefit Pension Plan and risk assessment. Martin and Derdowski will meet with Port Sheldon Township to discuss a change to the schedule when property taxes are collected.

### Building and Grounds Committee – Burton Brooks

Martin stated that the repairs to the handrails and the final washing will be completed at the Columbus entrance this week. The punch list and walkthrough will follow. The total invoice from RAM Construction is \$108,000.

### Planning Committee – Mary Jane Belter

The committee will schedule a meeting soon to discuss goals.

### Policy Committee – Caryn Lannon

No report.

### Personnel Committee – Helen Bulthouse

The committee is scheduled to meet on October 15, 2019 at 4:30 pm.

Property Sale Workgroup – Lisa Menerick  
No report.

Director’s Report – John Martin

Rycenga Electric replaced two streetlight bulbs in addition to completing the LED bulb replacement project. Martin gave an overview of the TMobile Hotspots grant process. During the first two years, the cost is covered by the grant. Maintaining the hotspots starting the third year is expected to cost \$7,300 annually.

Discussion of the success of the naturalization ceremonies ensued. A total of 89 new citizens were granted citizenship last month. The next ceremonies are scheduled for October 29 and 30. Belter suggested replacing the coffee maker in the Program Room A kitchenette. The Tribune noted the success of Meet Up & Eat Up, which has plans to expand into Spring Lake next year.

President’s Report – Dave De Young

De Young stated that he was impressed with the robust program schedule reported in the eNewsletter and that he appreciates the Tech One-on-One offerings.

Discussion ensued about when to make presentations to the governmental units.

Public Comment.

Teri VanHall (14951 Hickory St., Spring Lake) stated that the new Grand Haven City Council will be seated on November 11. Laura Grant gave an overview of the Yellow Brick Road exhibit installed on the north side of Herrick District Library.

Trustee Comment.

Menerick apologized for being late. Her piano students are performing in a Halloween Haunts recital at the library on October 26 at 3:00 pm. Students will be in costume performing scary songs.

Next Regular Meetings

- A. Tuesday, November 5, 2019, 4:30 pm, Program Room B
- B. Tuesday, December 3, 2019, 4:30 pm, Program Room B

The meeting was adjourned 5:52 pm.

---

Secretary

Mary Jane Belter

---

President

Dave De Young

Prepared by Kerry FitzGerald