

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 5, 2021**

The meeting was called to order by President De Young at 5:32 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, and Cathy Rusco

Library staff present: John Martin, Michelle Moore, Sara Derdowski, Amy Bailey, and Chelsea McCoy

Others present: Grand Haven Mayor Bob Monetza and City Manager Pat McGinnis

APPROVAL OF AGENDA

21-46 Moved by Menerick, supported by Osmun, to approve the Agenda. Motion carried 8-0.

APPROVAL OF CONSENT AGENDA

21-47 Moved by Brooks, supported by Lannon, to approve the Consent Agenda. Motion carried 8-0.

- A. Approve the regular meeting minutes of September 7, 2021
- B. Approve the August 2021 Check Register in the amount of \$160,216.17

PUBLIC COMMENT

None.

TRUSTEE COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

TIF/Brownfield Redevelopment – Pat McGinnis, Grand Haven City Manager, gave an update on the request from Westwind Construction. It was approved by the Grand Haven Brownfield Redevelopment Authority and City Council in 2015. The plan has been completed, tax-capture has ended, and McGinnis detailed the change in tax revenue for the library and other taxing authorities.

Library Director Succession Planning – Martin gave the background on his retirement planning and discussions at the executive committee meeting. He discussed the status and focus of the LDL in the community. The LDL is trusted, thriving, vibrant, adaptive, and resilient. Martin presented his proposal of Sara Derdowski moving into the position of director; a 2-year process. To accommodate the need for Derdowski to obtain a library degree and transition into the position, Martin will extend his directorship into 2023.

Martin requested the board discuss and consider a motion to proceed with the planning and necessary steps to formalize the details and a contract. This will come back to the board at the November board meeting for a vote to accept or reject the proposal.

Martin presented the proposed plan to the staff on Sept 30, 2021 with an announcement and an anonymous survey to complete with 1 question of 5 choices: Strongly approve, approve, more info needed, disapprove, and strongly disapprove. Twenty-three responses were received including two 'disapproved' answers. Issues raised by staff included the question of whether we were missing someone by not doing a search, and positives and negatives were pointed out. Most of the responses had to do with the role that Derdowski has played as finance and HR vs. direct library duties, including the transition into a more public role than her current one. Martin wants feedback from the board to determine if the development of a proposal, contract, and agreement should proceed.

Regarding tuition reimbursement, the personnel manual has the language stating the library may reimburse up to 100% of the cost. Reimbursement to Derdowski would be after successful completion of each semester. Derdowski proposed reducing to 32 hours per week to allow time for pursuing the degree. Some responsibilities would transition to other staff members and a part-time bookkeeper is proposed to take over the day-to-day finance concerns.

- 21-48 Moved by Osmun, supported by Rusco, to continue the discussion of an internal promotion of Sara Derdowski to the position of director 'select' of the LDL. To be developed and put in writing: the requirements needed to assume the director position, a timeline for the transition, the outline of a transition plan to include the handling of Sara's current duties, a contract detailing tuition reimbursement to Sara and reimbursement to the LDL should Sara not fulfill the language in the contract. Motion carried 8-0.**

Discussion:

Several board members expressed concerns with the development of the director replacement process at this point, which specifically focuses on one staff member, and that an internal posting was not done to allow for other candidates. Questions were raised about: transition, timeline, coverage of duties Derdowski currently handles, tuition reimbursement, the need for a contract to protect both Derdowski and the LDL, staff opinion on the process and proposed candidate, staff morale, and reimbursement to the LDL if Derdowski does not complete the degree or leaves the LDL after achieving her degree. Martin will post the position internally to see if there are others interested in applying.

TREASURER'S REPORT

The August 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed

COMMITTEE REPORTS

Executive Committee – Dave DeYoung

DeYoung reviewed the draft minutes from the September 28, 2021 committee meeting.

Finance Committee – Burton Brooks

A meeting is scheduled for Tuesday, October 26, 2021 at 4:00pm to review the audit and staffing proposal.

Building and Grounds Committee – Burton Brooks

Brooks reviewed the draft minutes from the September 21, 2021 committee meeting. Menerick asked questions about the exterior and was hoping for an updated plan from Shawn Wolfe. Menerick also mentioned the possibility of solar power, and upgrading the generator to natural gas from diesel oil. Martin stated the generator runs monthly and is inspected twice a year. Menerick mentioned the option of window screens with photos in the garage to block the wind. Martin stated the can lights are being replaced in the lobby ceiling and vending services will begin again this week. No word yet on the grants for a new vehicle or book drop.

Policy Committee – Caryn Lannon

The meeting set for October 19, 2021 has been cancelled.

Personnel Committee

A meeting will be held Tuesday, October 12, 2021 at 4:30pm.

Long-term Financial Planning (ad hoc committee)

Minutes from the September 21, 2021 meeting were reviewed. Next meeting is set for November 9, 2021.

DIRECTOR’S REPORT – JOHN MARTIN

The written report was received and discussed. Martin requested input from Board members for next FY library goals.

PRESIDENT’S REPORT – DAVE DE YOUNG

None.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

None.

NEXT REGULAR MEETINGS

- A. Tuesday, November 2, 2021 – 5:30 pm, LDL Program Room B
- B. Tuesday, December 7, 2021 – 5:30 pm, LDL Program Room B

The meeting adjourned at 7:50 pm.

Mary Jane Belter

Secretary
Mary Jane Belter



President
Dave De Young

Prepared by Michelle Moore