



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, November 2, 2021

Time: 5:30 p.m.

Place: Loutit District Library, Program Room B

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

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| A. Approve the regular meeting minutes of October 5, 2021 | Pages 3-5 |
| B. Approve the Non-Resident Card Fee for the period January 1, 2022 through December 31, 2022 at \$75.00 per family | Page 6 |
| C. Approve Library Closed Dates for 2022 | Page 7 |
| D. Approve the Check Register for Month of September 2021, in the amount of \$160,268.15 | Pages 8-9 |

4. PUBLIC COMMENT

5. TRUSTEE COMMENT

6. UNFINISHED BUSINESS

7. NEW BUSINESS

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| A. Consideration of a motion to accept the FY 2020-2021 Annual Audit | Pages 10-49 |
| B. Assistant Director, Library Services Search Update | Page 50 |
| C. Discussion of Succession Plan Details | Pages 51-52 |
| D. Consideration of a motion to approve a Memorandum of Agreement for Library Director position between the LDL Board of Trustees and Sara Derdowski | Pages 53-56 |
| E. Presentation of updated 10 Year Financial Plan | Pages 57-60 |

- F. Consideration of a motion to add the following six positions as recommended by the Personnel and Finance Committees: Pages 61-68
1. Reference & Information Library Assistant II Position (28 hours per week)
 2. Youth Library Assistant II Position (28 hours per week)
 3. Circulation Library Assistant I Position (28 hours per week)
 4. Circulation Library Assistant I Position (28 hours per week)
 5. Marketing Assistant Position (28 hours per week)
 6. Accounting Assistant Position (28 hours per week)
- G. Approve job descriptions for the following new positions recommended by the Personnel and Finance Committees: Pages 69-74
1. Marketing Assistant Position (28 hours per week)
 2. Accounting Assistant Position (28 hours per week)
- H. Discussion of Staff Luncheon – December 2021

9. TREASURER'S REPORT

- A. General Fund Financial Report as of September 30, 2021 Pages 75-79
- B. Maintenance Fund Financial Report as of September 30, 2021 Pages 80-81
- C. Debt Service Fund Financial Report as of September 30, 2021 Pages 82-85
- D. Bank Account Report as of September 30, 2021 Page 86

10. COMMITTEE REPORTS

- A. Building and Grounds Committee
- B. Executive Committee
1. Minutes from the meeting of October 26, 2021 Pages 87-88
- C. Finance
2. Minutes from the meeting of October 26, 2021 Pages 89-90
- D. Library Director Search Committee
1. Minutes from the meeting of October 19, 2021 Page 91
- E. Long Term Financial Planning
- F. Policy
- G. Personnel
1. Minutes from the meeting of October 12, 2021 Pages 92-93

11. DIRECTOR'S REPORT

12. PRESIDENT'S REPORT

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. NEXT REGULAR MEETINGS

- A. December 7, 2021, 5:30 p.m., Program Room B
- B. January 4, 2022, 5:30 p.m., Program Room B

16. ADJOURNMENT