

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 2, 2021**

The meeting was called to order by President De Young at 5:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick (arrived at 6:25), Kathy Osmun, and Cathy Rusco

Library staff present: John Martin, Sara Derdowski, Amy Bailey, Chelsea McCoy and Kim Rice

APPROVAL OF AGENDA

21-49 Motion by DeWitt, second by Brooks, to approve the Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of October 5, 2021
- B. Approve Non-Resident Library Card fee for calendar year 2022 at \$75 per family
- C. Approve library closed dates for calendar year 2022
- D. Approve the September 2021 Check Register in the amount of \$160,368.15

21-50 Motion by Lannon, second by Osmun, to approve the Consent Agenda. Motion carried 7-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Annual Audit for FY 2020-2021

21-51 Motion by Brooks, second by Osmun, to accept the FY 2020-2021 annual audit as presented. Motion carried 7-0.

Discussion:

Derdowski introduced the Annual Audit as prepared by the library's auditing firm, Vredeveld Haefner LLC. This was a clean audit with no comments from the auditors. Required filings with the State of Michigan have taken place. Derdowski reported that pension liabilities will need to be addressed in the coming year.

Library Assistant Director, Library Services update – Martin discussed the process of internal posting for this position which was recently made vacant by Michelle Moore's resignation. Amy Bailey has been promoted to the position. Bailey introduced herself and presented her library background.

Bailey's former position of Head of Reference & Information will now need to be filled.

Library Director Succession Planning – Martin reviewed the succession plan including administrative changes and implementation timeline. Martin is set to retire June 30, 2022. Belter questioned administrative duties and tasks after Martin leaves. Derdowski and Bailey will work together on these and keep the board updated on associated tasks.

Employment Agreement for Library Director position between the LDL Board of Trustees and Sara Derdowski.

21-52 Motion by Belter, second by Rusco, to approve an amended Employment Agreement for Library Director between the LDL Board of Trustees and Sara Derdowski. Motion carried 7-0.

Discussion:

An employment agreement crafted by library attorney Karl Butterer between the LDL Board of Trustees and Sara Derdowski was presented. Derdowski will begin her Master's degree studies from the University of Illinois in January 2022. This agreement will be used to guide Derdowski's transition to library director over the next couple of years.

Changes to the drafted agreement that will be implemented were:

- Delete supplies as reimbursable items.
- Reimbursable expenses are tuition, books and educational related fees.
- After July 1, 2022, the Board President or Treasurer will approve Derdowski's educational related expenses.
- Changes "Chairman of the Board" to "President."

Ten-Year Financial Plan – Derdowski reviewed an updated version of the 10-year financial plan as presented to the Finance Committee at their October 19 meeting. The update includes currently anticipated revenues.

Menerick arrived at 6:25.

Adding Six Part-time Positions

21-53 Motion by Belter, second by Menerick to approve one full-time and five part-time positions as recommended by the Personnel and Finance committees. Motion carried 8-0.

The positions are:

- 1) **Library Assistant II, Reference & Information (28 hours per week)**
- 2) **Library Assistant II, Youth Services (28 hours per week)**
- 3) **Library Assistant I (two positions), Circulation (28 hours per week each position)**
- 4) **Marketing Assistant (28 hours per week)**
- 5) **Accounting Assistant (40 hours per week).**

Discussion:

Filling these positions is a step toward a return to pre-Covid staffing levels. This will allow the library to expand service hours in January 2022 to 52-hours per week.

New Job Descriptions – Marketing Assistant and Accounting Assistant

- 21-54 Motion by Brooks, second by Lannon, to approve new job descriptions for Marketing Assistant and Accounting Assistant as recommended by the Personnel and Finance committees. Motion carried 7-1 (Menerick).**

Discussion:

Martin reported that the Marketing Assistant will assist Chelsea McCoy with internal and external marketing, graphic design, and other promotional related items. This will relieve Kate Tobin from splitting her Reference & Information services time on these projects.

The Accounting Assistant will provide relief to Sara Derdowski as she begins her library education and transitions into the library director position.

Staff Holiday Luncheon – Discussion of library board sponsored luncheon for staff in December. Similar format to last year (box lunches) beginning at noon on Wednesday, December 22.

TREASURER'S REPORT

The September 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

The Friends of the Library have agreed to subsidize the library's mobile hotspots with a donation of \$1,000. The library recently received an unsolicited gift of \$4,000 to fund local history type programs. An email was received from the Library of Michigan announcing the library's request for funds to purchase a vehicle for outreach activities was denied.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks
No report.

Executive Committee – Dave DeYoung
DeYoung reviewed the draft minutes from the October 26, 2021 committee meeting.

Finance Committee – Burton Brooks
Brooks reviewed the draft minutes from the October 26, 2021 committee meeting.

Personnel Committee
Rusco reviewed the draft minutes from the October 12, 2021 committee meeting. The benefits study commissioned from Mortimore Consulting has been delayed until Spring 2022.

Policy Committee – Caryn Lannon
Next meeting to be held Tuesday, November 23 at 1:00pm.

Library Director Search Committee (ad hoc)
Rusco reviewed the draft minutes from the October 19, 2021 committee meeting.

Long-term Financial Planning Committee (ad hoc)

No report. Next meeting is scheduled from Tuesday, November 9 at 2:00pm.

DIRECTOR'S REPORT – JOHN MARTIN

The written report was received and discussed. Martin reported that the FY 2020-2021 Annual Report is in process. Discussion of:

- 1) FY 2020-2021 annual statistics were distributed and reviewed.
- 2) Library card expiration. Martin presented an overview of the Lakeland Library Cooperative process. McCoy explained that new software from Savannah will allow the library to contact patrons prior to library card expiration.
- 3) Library service hours expansion. In January, library service hours will expand on both Wednesday and Thursday evening until 8:00pm. Menerick suggested expansion of Saturday hours would be useful. Martin explained that when service hours are expanded further, Saturday will be the next.
- 4) Brooks asked for clarification on how door counting sensors work.
- 5) Snack machines are back in operation. Staff to obtain information from the vendor on usage.

PRESIDENT'S REPORT – DAVE DE YOUNG

De Young urged staff to begin fund development initiatives, seek alternative sources of funding rather than relying entirely on tax income.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

Belter inquired about the book drop box for Robinson Township which was recently awarded the Township by the Grand Haven Area Community Foundation. Martin to contact Robinson Township officials.

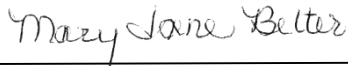
Menerick requested staff update board members on library service warranties.

Menerick suggested staff explore an electric vehicle charging station. Referred to Building and Grounds committee.

NEXT REGULAR MEETINGS

- A. Tuesday, December 7, 2021 – 5:30 pm, LDL Program Room B
- B. Tuesday, January 4, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 7:50 pm.



Secretary
Mary Jane Belter



President
Dave De Young

Prepared by John Martin