

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 3, 2020**

Meeting called to order by President De Young at 4:33 pm via Zoom.

Board members present:

Mary Jane Belter – attending from home in Grand Haven Charter Township, Michigan
Burton Brooks – attending from home in Grand Haven, Michigan
Helen Bulthouse – attending from Loutit District Library in Grand Haven, Michigan
Dave De Young – attending from home in Grand Haven, Michigan
Caryn Lannon – Attending from home in Grand Haven Charter Township, Michigan
Lisa Menerick – Attending from home in Ferrysburg, Michigan
Cathy Rusco – attending from Loutit District Library in Grand Haven, Michigan
Kathy Osmun – attending from home in Robinson Township, Michigan

Board members absent: none.

Also present: Sara Derdowski, Ben Knight and John Martin

APPROVAL OF AGENDA

20-86

Motion by Bulthouse, supported by Osmun, to approve the Agenda as presented.

Roll call vote:

**Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes**

Motion carried 8-0.

APPROVAL OF CONSENT AGENDA

20-87

Motion by Lannon, supported by Brooks, to approve the Consent Agenda.

- A. Approve the regular meeting minutes of October 6, 2020
- B. Approve the non-resident library card fee for the period January 1, 2021 through December 31, 2021, at \$75.00 per family
- C. Approve Library closed dates for 2021
- D. Approve the September 2020 Check Register in the amount of \$154,845.56

Roll call vote:

**Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes**

Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

Bulthouse asked if patrons were coming to the library on Saturdays? Martin responded that in-person library visits have been greatly diminished and Saturday traffic is, so far, minimal.

Menerick asked if the library's cleaning regimen is sufficient? Martin reported that staff clean high-contact surfaces every two hours and that the cleaning company provides a higher level of cleaning every evening the library is open.

Menerick reported that her school is requiring faculty attendance at meetings that will occur on Tuesdays after school, preventing her from making the 4:30pm library board meeting start time. She asked if the board meeting start times could begin at 5:00pm to enable her to be present at the start of meetings? De Young requested the Agenda be adjusted to add discussion of this topic as New Business item 8. E.

UNFINISHED BUSINESS

None.

NEW BUSINESS

20-88 Motion by Brooks, second by Menerick, to accept the Fiscal Year 2019-2020 Annual Audit as prepared by Vredeveld Haefner LLC

The draft Audit was presented to the library's Finance Committee by Doug Vredeveld at the Committee's meeting of October 21, 2020. Derdowski presented the highlights of the audit which included:

- This was a clean audit
- A chart on page 6 was expanded to show the General Fund fund balance is at 38% of revenues after expenses for debt service payments, but 43% when calculated according to the library's current version of the Fund Balance Policy. A proposed revision to the Policy will be considered following the audit presentation
- Pension fiduciary net position as a percentage of pension liability increased slightly to 79%
- Auditor suggested implementing a two-step process for approving Automated Clearing House payments. Derdowski is coordinating this with TCF Bank.

Roll call vote:

Belter - yes
Brooks - yes

Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-89 Motion by Brooks, second by Menerick, to amend the library’s Fund Balance Policy

Martin reviewed the minor change of adding “plus transfers out for debt service expenditures” to the first sentence of the Minimum Unassigned Fund Balance paragraph. This clarification was suggested by the auditors.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

Review of recent changes to the Michigan Open Meetings Act

Martin presented a summary of recent changes implemented to the Michigan Open Meetings Act to allow governmental bodies to conduct remote electronic meetings. Changes include:

- Board members attending meetings remotely must announce their physical location
- Remote electronic meetings are authorized from March 18, 2020 through December 31, 2020. In 2021, board member attendance at remote electronic meetings can only take place if the board member is in the military, has a medical condition or the state of Michigan is declared in a state of emergency or state of disaster.

20-90 Motion by Bulthouse, second by Brooks, to close the library on Friday, November 27, 2020, Saturday, November 28, 2020, Saturday, December 26, 2020, and Saturday, January 2, 2021.

Martin reviewed reasons for these suggested closures.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-91 Motion by Brooks, second by Menerick, to move the start time for library board meetings from 4:30pm to 5:00pm.

Menerick reviewed the reasons she requested this change. Martin to check with City of Grand Haven to see if notice of the meeting's start times can be adjusted in the City's 2021 printed calendar.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

TREASURER'S REPORT

The September 30, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks

Brooks requested that Martin email all board members the solar panel proposal.

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the October 27 meeting. Upcoming meeting on November 24 will finalize next year's board goals, and continue review of strategic plan, Annual Report and Compensation Philosophy. Board members were asked to review these items and provide input to Martin or Committee members.

Finance Committee – Burton Brooks

Brooks reviewed the October 21 meeting minutes where the auditor presented a draft of the FY 2019-2020 Audit.

Policy Committee – Caryn Lannon
No report.

Personnel Committee – Helen Bulthouse
No report.

DIRECTOR’S REPORT – JOHN MARTIN

Martin discussed items included in the Director’s Report. All items in the report were reviewed. Martin reported that Grand Haven City Manager Pat McGinnis will attend the December board meeting to discuss the City’s Brownfield Redevelopment Plan for the former Stanco property.

PRESIDENT’S REPORT – DAVE DE YOUNG

De Young thanked board members for their cooperation and support.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

Bulthouse thanked Jeanette Weiden and staff for creating online cemetery walks.

Osmun reminded board members to review Strategic Plan. Review of the Plan will be a New Business topic at the December 1 board meeting. Martin to send Plan well before board meeting.

Osmun addressed the traditional board luncheon for staff in December. Due to COVID-19 this will not take place this year. Suggestion that staff pick a date in December and box lunches with deserts will be provided to staff members.

NEXT REGULAR MEETINGS

- B. Tuesday, December 1, 2020 – 5:00 pm, REMOTE ELECTRONIC MEETING
- C. Tuesday, January 5, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING

Meeting adjourned at 6:05 pm.

Secretary
Mary Jane Belter

President
Dave De Young

Minutes prepared by John Martin