

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 5, 2019**

The meeting was called to order by Treasurer Burton Brooks at 4:31 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse,
Dave De Young (via phone), Caryn Lannon, Lisa Menerick, Kathy Osmun (arrived
4:33), Cathy Rusco

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

Also present: Carrie Miel (Friends of Loutit District Library)

Approval of Agenda

19-76 Moved by Rusco, supported by Menerick, to approve the Agenda as amended. Motion carried 8-0.

Annual Agenda Outline Review

The form for the quarterly statistics is being revised. The annual report has been presented to Robinson Township. Plans to present at the rest of the district governmental units are being made. The State Aid Report, the Staffing Plan, and the File Continuing Disclosure Report are in progress. The Five-Year Financial Plan is on the agenda of the November 7 Finance Committee Meeting.

Friends of the Library Update – Carrie Miel

Miel gave an update on the work of the Friends group and the operation of Cheapstacks Used Book Store. She expressed the Friends' appreciation of the space they have, something that many libraries do not offer. The Friends of Loutit District Library are an all-volunteer organization and one of the most active Friends group in the state, and they donate about 95% of their proceeds to the library.

Youth Department Update – Elizabeth Griffin

Griffin reported on the picture book relabeling project, organizing the collection according to subject matter rather than author. She reviewed the categories being used and the positive response from patrons and staff.

19-77

Moved by Bulthouse, supported by Menerick, to approve the Consent Agenda. Motion carried 8-0.

- A. Approve the regular meeting minutes of October 1, 2019
- B. Approve the special meeting minutes of October 17, 2019
- C. Approve the Non-Resident Card Fee for the period January 1, 2020-December 31, 2020 at \$75.00
- D. Approve the Library Closed Dates for 2020
- E. Approve September 2019 Check Register in the amount of \$198,285.72

Public Comment

None.

Trustee Comment

Bulthouse shared a comment from a new resident noting how welcoming Library Assistant Christina LeVey-Rowland is. The patron went on to say that Loutit District Library is the friendliest library she's visited.

Menerick expressed her concern about the bitter wind blowing through the garage in winter and the coldness of the office spaces above. She suggested putting up panel coverings to block the wind. Martin pointed out the need for ventilation due to exhaust fumes. Menerick praised the DAR, volunteers, Ottawa County, and the Secretary of State's office for their assistance with the naturalization ceremonies. She asked that thank-you letters be sent to these groups. Menerick also expressed her appreciation to the library for allowing her students to hold recitals.

Unfinished Business

19-78

Moved by Menerick, supported by Rusco, to approve a resolution to sell real property at 715 Robbins Road, Grand Haven, Michigan.

Menerick reviewed the resolution drafted by the library attorney.

Roll call vote:

Belter – yes
Rusco – yes
De Young – yes
Brooks – yes
Menerick – yes
Bulthouse – yes
Lannon – yes
Osmun – yes

Motion carried 8-0.

Martin stated that the projected closing date is December 13 at 1:00 pm.

New Business

19-79 Moved by Belter, supported by Rusco, to approve revisions to the following job descriptions as recommended by the Personnel Committee at their October 15, 2019 meeting:

1. Library Assistant II – Media Relations and Programming
2. Library Aide II -- Clerical
3. Library Assistant II – Reference and Information/Media
4. Building and Grounds Maintenance Technician

Motion carried 8-0.

19-80 Moved by Bulthouse, supported by Belter, to approve a new part-time Library Assistant II – Youth Services job description. Motion carried 8-0.

19-81 Moved by Bulthouse, supported by Lannon, to approve a resolution authorizing a grant application to the Michigan Township Participating Plan, Risk Reduction Grant Program, in the amount of \$2,500 for parking lot and garage security camera upgrades.

Belter – yes

Rusco – yes

De Young – yes

Brooks – yes

Menerick – yes

Bulthouse – yes

Lannon – yes

Osmun – yes

Motion carried 8-0.

Osmun requested that installation and progress reports be included in the Director’s Report and that the cameras be included in the building maintenance plan.

19-82 Moved by Brooks, supported by Menerick, to approve an auditing services contract extension with Vredeveld Haefner LLC for fiscal years ending June 30, 2020 through 2022, with optional extensions for 2023 and 2024. Motion carried 8-0.

Derdowski , De Young, and Brooks stated that they were pleased with the firm’s work. Discussion ensued regarding the irrevocable clause. The contract is understood to be a three-year contract with an option to extend it two additional years.

Treasurer’s Report

The September 30, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski will follow up on questions that arose regarding insurance risk.

Michigan tribunal tax items – There is not currently a process in place for governmental units to report to the library, or other entities receiving tax funding, on any appeals that have been filed. It is a complicated process to find the information on the Tribunal website. The units currently involved are aware of LDL's interest and will notify Derdowski going forward.

Consumers Energy settled through 2022, however there could be further discussions for 2023 and beyond. Derdowski will see if there is a contact at the county level who could provide more information as petitions for tax/assessment decreases are filed. Derdowski will also provide a summary for Grand Haven Township appeals in process at next board meeting.

General Fund

The first quarter is complete and expenses should be approximately 25%.

Revenue collection for the General Fund is in line with last year's collection.

Sick Pay (Acct# 707.00) –An increase from the prior month represents retirement payouts for recent retirees. The remaining balance is expected to be used for employee sick payout at the end of the calendar year.

Professional Development (Acct# 870.00) – An amendment will be needed in December since there was additional training not reflected in the original budget (DiSC Training for all staff and two participants in Leadership Connect).

Bank Fees (Acct# 956.01) An amendment will be needed in December due to expense for Chemical Bank fraud protection.

Maintenance Fund

The CD maturing at the end of November at Macatawa will be reinvested back into Michigan Class. A new investment is being purchased at 5/3 Securities from Michigan Class balance.

Committee Reports

Finance Committee – Burton Brooks

The minutes from the October 1, 2019 meeting were received and reviewed.

Building and Grounds Committee – Burton Brooks

The committee will meet on November 21 at 3:00 pm. Martin reported that the concrete work has been completed, but architect Ross Smith has not signed off on it. The railings were not reinstalled as expected due to a misinterpretation of the contract. Negotiations are in the works.

Planning Committee – Mary Jane Belter

The committee will meet on November 19, 2019 at 3:00 pm.

Policy Committee – Caryn Lannon

The committee will meet after January 1, 2020.

Personnel Committee – Helen Bulthouse

The minutes from the October 15, 2019 meeting were received and reviewed. Discussion ensued about the legality of using public funds to reward staff with incentives. Derdowski will explore the issue. The committee will meet either in December or January.

Property Sale Workgroup – Lisa Menerick

De Young proposed dissolving the workgroup after the successful sale of the property. Martin and Belter plan to attend the December 13 closing. De Young will attend if he is available.

Director’s Report – John Martin

Discussion ensued about the submission of special events liability insurance. Concerns will be discussed at the Finance Committee meeting on November 7, 2019.

President’s Report – Dave De Young

De Young praised the progress made over the past four years by trustees and management. The staff party is in the planning process.

Public Comment.

None.

Trustee Comment.

Discussion ensued about a recognition and reward system for the Friends.

Next Regular Meetings

- A. Tuesday, December 3, 2019, 4:30 pm, Program Room B
- B. Tuesday, January 7, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:24 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald