

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
December 7, 2021**

The meeting was called to order by President De Young at 5:33 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young (via phone from Pottsboro, Grayson County, Texas), Caryn Lannon, Lisa Menerick (arrived at 5:49), Kathy Osmun (via phone from Robinson Township, Ottawa County, Michigan), and Cathy Rusco

Library staff present: John Martin, Sara Derdowski, Amy Bailey (via phone from Grand Rapids, Kent County, Michigan)

**APPROVAL OF AGENDA**

**21-55 Motion by Brooks, second by Lannon, to approve the amended Agenda. Motion carried 7-0.**

**APPROVAL OF CONSENT AGENDA**

- A. Approve the regular meeting minutes of November 2, 2021
- B. Approve the October 2021 Check Register in the amount of \$161,313.87

**21-56 Motion by Lannon, second by Rusco, to approve the Consent Agenda. Motion carried 7-0.**

**PUBLIC COMMENT**

None.

**TRUSTEE COMMENT**

Belter reminded board members of the staff holiday luncheon on December 22. If attending, need box lunch selection by December 13.

Belter requested information on services provided to the library by Grand Haven Area Public Schools and whether the ongoing investigation at GHAPS will impact service. Martin reported on a December 2 meeting with Cecil Hammond from GHAPS, Kerry FitzGerald and Amy Bailey. This was a scheduled quarterly meeting. LDL should see no negative impact on service provided by GHAPS.

Belter requested information on trustee's liability insurance coverage in lieu of recent issues facing government officials, e.g., mask mandates, book challenges, etc. Martin reported the library provides \$5 million coverage to public officials for wrongful acts and \$100,000 for embezzlement or other criminal activity. This applies to both trustees and staff members acting on behalf of the library. Martin will request a quote for the cost of increasing the \$100,000 limit.

Belter asked about internal procedures in addressing patrons, young or old, who refuse to follow library rules of conduct. Martin updated the board on internal procedures.

## **UNFINISHED BUSINESS**

### **Sara Derdowski Employment Agreement**

The contract for library director services between Sara Derdowski and the Board of Trustees approved at the November 2, 2021 meeting was approved with the following changes:

- Section 1 – Title change to Library Director Select
- Section 3 – Change reduced working hours schedule end date to December 31, 2024
- Section 4 – Insert current salary and add, “If the Director retires, the Employee’s annualized gross salary rate will be adjusted to be within the wage range for the Library Director position.”
- Section 8. F. – Strike (i)

In addition, Martin will ask attorney Karl Butterer, who drew up the original agreement, about the phrase, “If the Director retires” rather than “When...”

Martin stated that until Derdowski receives the MLIS degree or a waiver is granted from the Library of Michigan, Amy Bailey will be officially the “Interim Director.”

- 21-57 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 8-0.**

## **NEW BUSINESS**

### **Collection Development Policy Revisions**

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

- 21-58 Motion by Brooks, second by Menerick, to approve revisions to the Collection Development Policy as presented. Motion carried 8-0.**

### **Entry of Building During Non-Open Hours Policy Revisions**

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

- 21-59 Motion by Brooks, second by Menerick, to approve revisions to the Entry of Building During Non-Open Hours Policy as presented. Motion carried 8-0.**

### **Media Relations Policy Revisions**

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

- 21-60 Motion by Menerick, second by Rusco, to approve revisions to the Media Relation Policy as presented. Motion carried 8-0.**

### **Computer Classroom Use Policy Repeal**

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting. Since there is no longer a computer Classroom, it is recommended to repeal the policy.

- 21-61 Motion by Menerick, second by Rusco, to approve repealing the Computer Classroom Use Policy. Motion carried 8-0.**

### **Annual Report for Fiscal Year 2020-2021**

Martin reviewed the draft of the FY20-21 Annual Report. This report will be distributed to the library's governmental agencies, Chamber, Grand Haven DDA, and be made available for the public. No changes were suggested. Martin to coordinate presentations to area agencies.

- 21-62 Motion by Lannon, second by Menerick, to approve the fiscal year 2020-2021 Annual Report and distribute it to area agencies. Motion carried 8-0.**

### **Strategic Plan Review**

Martin reviewed the current Strategic Plan and progress staff has made to accomplish the goals set in the Plan. This Plan was designed to guide library services through the 2021-22 fiscal year. Kennari Consulting assisted in development of this plan but no longer provides this service. Martin to coordinate a search for a firm to help develop a new plan to guide library service over the next few years.

### **Long-Term Financial Planning Committee Update**

Derdowski provided an update on committee activities. The committee's next meeting will take place in February or March. Discussion of meeting with the Community Foundation to discuss growing the library's endowment fund, seeking 501(c)3 non-profit status for the library, and other ways to ensure the library's financial health over the long-term.

### **January 2022 Library Board Meeting Date**

Discussion of moving the date of the scheduled January 4, 2022 library board meeting to Tuesday, January 11 to accommodate staff vacations during the holidays. This would also entail moving the Executive Committee meeting from December 28, 2021 to January 4, 2022.

- 21-63 Motion by Menerick, second by Rusco, to approve moving the January 4, 2022 library board of trustees meeting to Tuesday, January 11, 2022. Motion carried 8-0.**

### **Authorized Bank Account Check Signers**

Discussion of adding Assistant Library Director Amy Bailey as an additional authorized check signer. Bailey, Derdowski and Martin will then be authorized to sign checks.

- 21-64 Motion by Belter, second by Dewitt, to approve an updated bank account authorized signers list, designating John Martin, Sara Derdowski and Amy Bailey as authorized signers. Motion carried 8-0.**

## **TREASURER'S REPORT**

The October 31, 2021 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

Meeting was scheduled for January 4, 2022 at 3:30pm prior to the Executive Committee meeting.

Executive Committee – Dave DeYoung

DeYoung reviewed the draft minutes from the November 30, 2021 committee meeting.

Finance Committee – Burton Brooks

Brooks reviewed the revised minutes from the October 26, 2021 committee meeting.

Long-term Financial Planning Committee (ad hoc)

Discussion of meeting in February or March.

Personnel Committee

No report.

Policy Committee – Caryn Lannon

No immediate need to meet but additional policies will be reviewed in 2022.

## **DIRECTOR'S REPORT – JOHN MARTIN**

The written report was received and reviewed. Discussion of:

- 1) One new staff person has been hired. Interviews for others are taking place. Two positions will be re-posted
- 2) Menerick suggested when library open hours are expanded that Saturdays be considered for expansion past 2pm.
- 3) Goals for FY22-23 – Martin suggested adding something regarding long-term financial health of the library. Goals to be reviewed and possibly adopted at the January board meeting.

## **PRESIDENT'S REPORT – DAVE DE YOUNG**

De Young requested that fund development continue in earnest in 2022.

## **PUBLIC COMMENT.**

None.

## **TRUSTEE COMMENT.**

Menerick suggested implementing a film series at the library. Discussion of holding this in the park during warm weather.

Brooks requested an updated staff directory be distributed to board members.

**NEXT REGULAR MEETINGS**

- A. Tuesday, January 11, 2022 – 5:30 pm, LDL Program Room B
- B. Tuesday, February 1, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 7:37 pm.

*Mary Jane Belter*

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Secretary

Mary Jane Belter



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President

Dave De Young

Prepared by John Martin