

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 4, 2020**

The meeting was called to order by President Dave De Young at 4:31 pm in Program Room B.

Board members present: Mary Jane Belter, Helen Bulthouse, Burton Brooks, Dave De Young,
Lisa Menerick, Kathy Osmun, Cathy Rusco

Board members absent: Caryn Lannon

Library Staff present: John Martin, Kerry FitzGerald, Michelle Moore

Approval of Agenda

20-03 Moved by Menerick, supported by Belter, to approve the Agenda. Motion carried 7-0.

Annual Agenda Outline Review

The outline was received and reviewed. Martin reported that the statistics spreadsheet is being revised and statistics will be shared next month.

20-04 Moved by Menerick, supported by Bulthouse, to approve the Consent Agenda. Motion carried 7-0.

- A. Approve the regular meeting minutes of January 7, 2020
- B. Approve the December 2019 invoice payments in the amount of \$140,266.17

Public Comment

None.

Trustee Comment

Menerick mention Solar Power, a new business in Spring Lake, and urged the board to look into solar power for the library. The Building and Grounds Committee will put the topic on their next meeting agenda. Gail Skruch is no longer able to participate on the Finance Committee. Martin and De Young will send a thank-you to recognize her years of service.

Unfinished Business

None.

New Business

20-05 Moved by Belter, supported by Menerick, to approve the library goals for FY 2020-2021, as amended, as recommended by the Planning Committee. Motion carried 7-0.

20-06 Moved by Rusco, supported by Bulthouse, to approve the addition of Section 11.17, Employee Benefits, De Minimis Benefits, to the Personnel Policy as recommended by the Personnel and Policy Committees. Motion carried 7-0.

20-07 Moved by Bulthouse supported by Menerick, to approve changes to Paid Time Off (PTO) benefits in the Personnel Manual as recommended by the Personnel and Policy Committees . Motion carried 7-0.

20-08 Moved by Belter, supported by Osmun, to adopt the Automated Clearing House (ACH) Resolution and approve the Automated Clearing House and Electronic Transactions Policy as recommended by the Policy Committee.

Roll call vote:

Belter -- Yes
Brooks -- Yes
Bulthouse -- Yes
DeYoung -- Yes
Lannon - absent
Menerick -- Yes
Osmun -- Yes
Rusco -- Yes

Motion carried 7-0.

20-09 Moved by Belter, supported by Menerick, to adopt the Fund Balance Policy as recommended by the Policy Committee. Motion carried 7-0.

20-10 Moved by Menerick, supported by Brooks, to approve revisions to the Non-Resident Library Card Policy as recommended by the Policy Committee. Motion carried 7-0.

20-11 Moved by Belter, supported by Bulthouse, to approve revisions to the Credit Card Issuance and Use Policy as recommended by the Policy Committee. Motion carried 7-0.

De Young suggested having a form for staff to acknowledge and sign when issued a card.

20-12 Moved by Bulthouse, supported by Osmun, to adjust the library's salary scale and to advertise and hire a part-time maintenance technician as recommended by the Personnel Committee. Motion carried 7-0.

20-13 Moved by Menerick, supported by Bulthouse, to adjust the library's FY19-20 budget and to authorize the director to contract with Mortimore Consulting LLC to conduct a salary study (Project 1), not to exceed \$9500, as recommended by the personnel committee. Motion carried 7-0.

Moved by Bulthouse, supported by Osmun, to approve revisions to the following job descriptions as recommended by the Personnel Committee:

1. Library Director
2. Library Operations Director
3. Finance and Human Resources Director
4. Library Services Director

Discussion ensued about the job titles. Brooks stated that giving the “director” title to all these positions was confusing. Many alternatives were suggested, but no consensus was reached. The reporting structure of the “assistant-level” positions was also unclear. The motion was withdrawn and the job descriptions will be redrafted by the Personnel Committee.

Treasurer’s Report

The December 31, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Martin reported that the Robbins Road sales proceeds are in a separate MI CLASS investment account (002.85). State Aid has been applied for (544.01). Sale of Assets is up 386,613.33% (673.01) due to the Robbins Road property sale. The upgrade of security cameras will require a budget amendment.

De Young asked about moving the Fifth Third Maintenance Fund accounts to MI CLASS. Martin stated that Derdowski is not recommending moving these accounts at this time. The Fifth Third accounts have a better interest rate.

Committee Reports

Finance Committee – Burton Brooks

The minutes from the January 7, 2020 meeting were reviewed and discussed. The committee will hold a joint meeting on March 10, 2020 at 4:30 with the Personnel Committee to discuss the FY 2020-2021 Budget, including proposed staffing changes, and possible changes to the library’s hoopla and Kanopy subscriptions due patron use far exceeding anticipated costs. A recommendation on the use of the Robbins Road property sale proceeds will be presented at the March board meeting.

Building and Grounds Committee – Burton Brooks

The minutes from the January 23, 2020 meeting were reviewed and discussed. The committee will meet in April.

Planning Committee – Mary Jane Belter

The minutes from the January 9, 2020 meeting were received.

Policy Committee – Caryn Lannon

The minutes from the January 14, 2020 meeting were received.

Personnel Committee – Helen Bulthouse

The minutes from the January 2, 2020 and January 28, 2020 meetings were reviewed and discussed. The committee is scheduled to meet on February 18, 2020 at 4:30. Staff job descriptions from the January 2 meeting need to be placed on the March board meeting agenda, along with the proposed changes to staffing in the Reference & Information department from the January 28 meeting.

Director’s Report – John Martin

Martin mentioned the article in the *Grand Haven Tribune* on the ribbon cutting for the new children’s play area.

President’s Report – Dave De Young

None.

Public Comment.

None.

Trustee Comment.

Brooks stated that he appreciates the work of all the committees and the opportunity to consider other perspectives. Menerick suggested using the property proceeds to pay down the bonds. De Young stated that the refinanced bonds cannot be paid off early. Discussion ensued on the elimination of net neutrality and the potential for skyrocketing data charges the library may incur for patron downloads and streaming services.

Next Regular Meetings

- A. Tuesday, March 3, 2020, 4:30 pm, Program Room B
- B. Tuesday, April 7, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:25 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald