

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

Meeting called to order by President De Young at 5:00 pm via Zoom.

Board members present:

Mary Jane Belter – attending from Grand Haven Charter Township, Ottawa County, Michigan

Burton Brooks – attending from Grand Haven, Ottawa County, Michigan

Dave De Young – attending from Pottsboro, Grayson County, Texas

Caryn Lannon – attending from Grand Haven Charter Township, Ottawa County, Michigan

Lisa Menerick – attending from Ferrysburg, Ottawa County, Michigan

Cathy Rusco – attending from Grand Haven, Ottawa County, Michigan

Board members absent: Helen Bulthouse, Kathy Osmun

Also present: John Martin, Sara Derdowski, Ben Knight, Chelsea McCoy, and Michelle Moore

21-05 APPROVAL OF AGENDA

Motion by Brooks, supported by Menerick, to approve the Agenda as presented.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - absent

Rusco – yes

Motion carried 6-0.

STAFF PRESENTATION – Chelsea McCoy – Annual Patron Survey Responses

Thank you to Steve Derdowski for our tagline: You Talk, LDL Listens. We received 450 responses and our average satisfaction score is 8.93 out of 10. Friends of LDL donated \$100 in Dune Dollars as incentives. John and Michelle will follow up with community members who require or requested more information. DeYoung mentioned it was a great summary with great insight and asked if the information could be posted on our website and possibly added to our annual report.

21-06 APPROVAL OF CONSENT AGENDA

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

A. Approve the February 2, 2021 regular meeting minutes

B. Approve the January 2021 Check Register in the amount of \$206,851.20

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - absent

Rusco – yes

Motion carried 6-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

Menerick asked if the information from our survey can be added to a brochure available at the circulation desk for donors. Martin responded that future plans include options and planning guides to promote donations.

UNFINISHED BUSINESS

None.

NEW BUSINESS

21-07

Motion by Brooks, supported by Menerick, to approve the MERS Defined Benefit Plan Addendums for the period of December 2000 – September 2013 and September 2013 – December 31, 2020.

Discussion: Derdowski discussed that the reason for the amendments were to further define how the plan was administered. Derdowski indicated that there wouldn't be any issues for employees with these addendums.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - absent

Rusco – yes

Motion carried 6-0.

21-08

Motion by Brooks, supported by Menerick, to approve Storefront rework option #1 from Vos Glass for insertion of water diverters and installation of new interior and exterior gaskets on main level window glass units.

Discussion: Martin reviewed the issues and reason for the work. DeYoung asked about the costs for glass breakage. Menerick asked how Vos Glass got the contract and Martin explained they were the original installer and also tested current windows to see if the fix would work. Menerick asked if there will be a warranty with the new work, why the warranty didn't cover this, and when exactly the issue began. Brooks stated that the original builders and construction manager didn't catch the issue for whatever reason. Menerick would like Vos to stand by their work with a warranty, otherwise she would be voting no to the motion.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - no

Osmun - absent

Rusco – yes

Motion carried 5-1.

TREASURER'S REPORT

The January 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

Discussion: Derdowski stated nothing was out of the ordinary and is working on the budget for FY2021-2022. She reviewed interest rates and earnings and is still gathering the local Brownfield information for future planning. Menerick asked if we will lose any income from BLP changes. Martin stated he doesn't believe they pay taxes.

COMMITTEE REPORTS

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the February 23, 2021 meeting. Martin will reference the details in his Director's Report.

Building and Grounds Committee – Burton Brooks

Brooks reviewed the minutes from the February 23, 2021 meeting. Martin met with the Robinson Township supervisor to discuss a drop box and pickup locker. Brooks asked if there was a protected area and Martin described the covered portico that had power, lights, and internet access. Staffing time will be a consideration for this project. Belter suggested considering all governmental units. Discussion regarding the purchase and installation of wi-fi extenders to cover more areas outside of the library building. Brooks suggested asking the city to cooperate. DeYoung asked about the courtyard and Martin stated we are responsible for about half of the area. Menerick asked when the original library began and was told late 1880's with Mr. Ferry's personal collection, although the first Carnegie library was dedicated in 1914. Lannon asked if there would be an issue with streaming from nearby residents using our signal. Ben Knight indicated it was open wifi and doesn't know the data limit. Menerick asked if we had a continued sanitation process in the library. Moore

stated the cleaning schedule included high touch surfaces every 2 hours while open with thorough cleaning every evening.

Finance Committee – Burton Brooks

No report. Joint meeting with Personnel Committee will take place on March 16, 2021 at 4:30pm.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report. Joint meeting with Finance Committee will take place on March 16, 2021 at 4:30pm.

DIRECTOR'S REPORT – JOHN MARTIN

Martin discussed the new Strategic Plan updates that will be included in his report and filling the open position for the Head of Reference with an internal posting. Menerick asked if we could have a re-opening celebration with possible donations of ice cream. Brooks asked if today's Governor's press conference will affect the library. Moore stated we are awaiting the Library of Michigan's attorney to guide us, but we may be able to meet in person up to 25 people beginning March 5th. Martin stated the current restrictions on virtual meetings expire at the end of the month. Ben Knight discussed the joint program with Hackley Public Library to offer 'Job Fair To-Go' materials which has caught the attention of several local organizations. DeYoung suggested reaching out to other agencies in the community who assist with job searching.

PRESIDENT'S REPORT – DAVE DE YOUNG

No report.

PUBLIC COMMENT.

None.

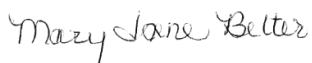
TRUSTEE COMMENT.

None.

NEXT REGULAR MEETINGS

- A. Tuesday, April 13 – 5:00 pm, Location TBD
- B. Tuesday, May 4, 2021 – 5:00 pm, Location TBD

Meeting adjourned at 6:33 p.m.



Secretary
Mary Jane Belter



President
Dave De Young

Minutes prepared by Michelle Moore