

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

April 7, 2020

The meeting was called to order by President De Young at 4:40 pm via Zoom.

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

Board members absent: Lisa Menerick

Library Staff present: John Martin, Kerry FitzGerald, Sara Derdowski, Ben Knight, Jeanette Weiden, Heather Love, Anna Cox, Amy Van Oordt, Julie Williams, Christina Levey-Rowland, Michelle Moore, Elizabeth Potter, Chelsea McCoy, Allison Boyer, Elizabeth Griffin, Jennifer Norton, Larry Halverson, Kim Rice, Kat Desjardins

Approval of Agenda

20-28 Moved by Lannon, supported by Osmun, to approve the Agenda. Motion carried 7-0.

Annual Agenda Outline Review

The outline was received and reviewed. The recognition of volunteers during National Library Week has been postponed due to the COVID-19 shutdown, and the Cabin Fever Reliever reading program has been extended. The contract with Dykstra Landscaping has been renewed. The contracts with Trane and WatchGuard are up for renewal in May. Martin stated that the GHAPS contract for tech support is through 2021 or 2022. Staff will confirm. The contract with Reliant Professional Cleaning Services will expire June30, 2020. Martin will be sending out RFPs.

Trustees whose terms are ending June 30, 2020 include Osmun, Brooks, and Rusco. Robinson Township has reappointed Osmun for another three-year term. Brooks has applied for another term as a City of Grand Haven representative. Rusco will pursue the renewal of her term with Grand haven Township.

20-29 Moved by Brooks, supported by Bulthouse, to approve the Consent Agenda. Motion carried 7-0.

- A. Approve the regular meeting minutes of March 3, 2020
- B. Approve the February 2020 Check Register in the amount of \$170,043.35

Public Comment

None.

Trustee Comment

De Young and Rusco expressed their appreciation to staff for providing service to the community during the challenges of the COVID-19 library closure.

Unfinished Business

None.

New Business

20-30 Moved by Belter, supported by Lannon, to determine staffing levels and compensation during the Covid-19 shutdown and how the library can reach out to creatively serve the public during this time.

Roll call vote:

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

Motion carried 7-0.

Martin and Derdowski presented two options for discussion, along with associated costs in wages and benefits through June 30, 2020:

Option 1: The cost of full payroll and benefits for 11 weeks is \$244,240.

Option 2: Retain minimal operations staff and furlough the remaining. Health insurance would remain in effect for all currently enrolled employees. Those furloughed would be encouraged to apply for unemployment. The cost of Option 2 for 11 weeks is \$149,820.

A lengthy discussion of both options ensued.

20-31 Moved by Bulthouse, supported by Brooks, to continue with Option 1 (full staffing at full pay) until May 17, 2020.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes

Lannon - yes
Menerick - absent
Osmun - yes
Rusco – yes

Motion carried 7-0.

20-32 Moved by Brooks, supported by Lannon, to approve upgrading the Maintenance Technician position from part-time 20 hours per week to full-time 32 hours per week, as recommended by the Finance and Personnel Committees.

Roll call vote:

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

Motion carried 7-0.

20-33 Moved by Brooks, supported by Bulthouse, to amend the library's MERS 457 saving plan to exempt contributions from employees' excess Paid Time Off payout from the library two percent contribution match and to authorize the Library Director to sign the plan.

Roll call vote:

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

Motion carried 7-0.

20-34 Moved by Belter, supported by Brooks, to approve a three-year contract extension with Kingdom Fire Protection for inspection, testing, and maintenance of the library's wet and dry fire protection systems.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - absent

Osmun - yes

Rusco – yes

Motion carried 7-0.

Treasurer's Report

The February 29, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski reported that revenue collection is where it should be at this time of year. Interest rates have declined and some funds were moved to Michigan Class for a higher rate. The staff is continuing to work on the budget for FY 2020-2021.

With the library closure, the cost for digital services will go over budget for the current fiscal year. Knight stated that limits placed on checkouts in Kanopy, along with switching audiobook availability from hoopla to RB Digital will help keep expenses down. Derdowski reported that there are donation funds that can be applied to electronic services.

Committee Reports

Finance Committee – Burton Brooks

Minutes from the March 10, 2020 joint meeting of the Finance and Personnel Committees were received and discussed. Martin stated that previously suggested changes in staffing are on hold. The first draft of the salary study will be presented at the May board meeting. The five-year plan will be discussed soon.

The committee will meet jointly with the Personnel Committee on April 28, 2020 at 4:30 pm.

Building and Grounds Committee – Burton Brooks

The committee will meet in April at a time to be determined.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

Director's Report – John Martin

The written report was received and discussed.

Martin reported that the air conditioner in the server room needs to be replaced at a cost of approximately \$2,500. Wolfe is painting several rooms in the building and touching up woodwork. Reliant has cleaned the carpeted and hard-surface floors. Rycenga has completed work on the wiring for the new public computing area and the security cameras.

The risk assessment found no major issues to address. Staff will review the assessment with the Building and Grounds Committee provide updates on minor issues that need attention.

20-35

Moved by Brooks, supported by Belter, to retain attorney Anne Seuryneck of Foster Swift and to authorize the Library Director to sign the letter of agreement.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - absent

Osmun - yes

Rusco – yes

Motion carried 7-0.

President's Report – Dave De Young

No report.

Public Comment.

None.

Trustee Comment.

Osmun thanked all the staff for joining the board meeting via Zoom. Brooks expressed his appreciation for the staff's efforts during the closure and encouraged them to attend future board meetings. Bulthouse also expressed her appreciation and assured the staff that the board would do its best to take care of employees during the COVID-19 crisis. The board thanked Knight for moderating tonight's meeting.

Next Regular Meetings

A. Tuesday, May 5, 2020, 4:30 pm, likely via Zoom

B. Tuesday, June 2, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:43 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald