

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

May 4, 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

Helen Bulthouse – attending from Robinson Township, 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

Kathy Osmun – attending from Robinson Township, Ottawa County, Michigan

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

Also present: John Martin, Sara Derdowski, Ben Knight, Amy Bailey, Kerry FitzGerald, and Michelle Moore (out at 6pm)

21-09

APPROVAL OF AGENDA

Motion by Menerick, supported by Bulthouse, to approve the Agenda with addition.

DeYoung added 8D for general discussion on reopening the library with expanded hours.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

STAFF PRESENTATION – Amy Bailey – Head of Reference & Information

Amy introduced herself to the board and discussed the upcoming Summer Reading Program as the Reference department is now partnering with youth to expand the program, and her focus on user experience to enhance patron satisfaction.

21-10

APPROVAL OF CONSENT AGENDA

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

A. Approve the March 2, 2021 regular meeting minutes

B. Approve February 2021 invoice payments in the amount of \$126,293.84

C. Approve March 2021 invoice payments in the amount of \$157,791.14

- D. Approve General Fund Budget Amendment # 2 with revenue increase of \$8,191 and expenditure increase of \$19,186
- E. Approve Debt Service A Budget Amendment # 1 with revenue increase of \$138 and expenditure increase of \$65
- F. Approve Debt Service B Budget Amendment # 1 with revenue increase of \$50 and expenditure increase of \$50

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

21-11 Motion by Lannon, supported by Menerick, to approve and adopt a two-year Technology Plan covering the period July 1, 2021 – June 30, 2023

Discussion: FitzGerald reviewed the technology plan she wrote/developed. Progress on the plan will be tracked. DeYoung asked a question about the digital resources and promotion to patrons FitzGerald said it will be the responsibility of the marketing team. No specifics were listed for databases or software as they may change. Brooks asked if vintage equipment will be kept for conversion purposes-cassette players, 8-track, movie projectors, etc. FitzGerald indicated that these would be available in our Library of Things collections that is being developed. Donations are also being pursued. Bulthouse asked if items like home movies could be converted to digital – and we hope to have the capability. Menerick likes the ideas and suggested a large format laminating machine. Questions were asked about facilities and equipment, including walkie-talkies, keyless entry, and tracking. Partnerships, part VI of document, was discussed regarding GHAPS and cost. Regarding the discarding of old/non-functioning equipment, Lannon has heard of a ‘smash lab’ that may take the equipment.

Roll call vote:

Belter - yes

Brooks - yes

**Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes**

Motion carried 8-0.

21-12 Motion by Brooks, supported by Lannon, to accept a donation of an art print by Michigan artist Jeanne Rockett.

Roll call vote:

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

Motion carried 8-0.

21-13 Motion by Bulthouse, supported by Rusco, to approve a resolution authorizing a grant application to the Michigan Township Participating Plan, Risk Reduction Grant Program, in the amount of \$2,148 to purchase twelve Motorola CLS1410 walkie-talkies for staff and visitor security and service.

Discussion: Martin discussed the reasoning behind the purchase based on information from the library at GVSU. Menerick asked if he grant would cover the total cost – yes. Brooks said it was important for security. Bulthouse suggests considering the protection plan.

Roll call vote:

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

Motion carried 8-0.

21-14 General discussion about reopening the library and expanded hours.

Discussion: De Young commented that he had received library patron input asking why the library was recently closed. Martin stated that staff are reviewing services, library hours, and plans for programming. Martin to present an update at the June 1 library board meeting.

TREASURER'S REPORT

The February 28, 2021 and March 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the April 6 and April 27, 2021 meetings.

Building and Grounds Committee – Burton Brooks

No report.

Finance Committee – Burton Brooks

Brooks reviewed the minutes from the March 31, 2021 joint meeting of the Finance and Personnel committees.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

Belter questioned the development and distribution of the director evaluation since it is to be done by the July board meeting and there will be a change in the personnel committee.

DIRECTOR'S REPORT – JOHN MARTIN

Martin reported that Pittman Asphalt will be on site in the near future to repair some spots in the parking lot. Tammy Clark, music teacher at Black River Montessori and Wayne State University library science student, was recently hired to a 24-hour per week, summer internship in the Youth area. Library meetings can continue to be conducted until May 25 due to Ottawa County Declaration of Emergency. However, unless the emergency is extended, the June 1 library board meeting will need to be held in-person. The current Strategic Plan expires June 30, 2022 and will need to be updated towards the end of the upcoming fiscal year.

PRESIDENT'S REPORT – DAVE DE YOUNG

No report.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

Bulthouse announced that she will be leaving the board at the end of June. She thanked everyone for the last 10 years she has served on the library board and everything everyone has done. Will still volunteer and be involved in library activities. If the meeting in June is in person – she may not be able to attend. Helen thanked all the fellow board members who then thanked her for her service.

Belter announced she will be absent from the June 1, 2021 meeting. Will not be in attendance for the May 25 Executive Committee meeting.

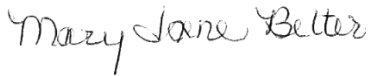
Brooks announced he may not be at the June 1 board meeting. Discussed the possibility of changing the date of the June 1 board meeting, although at this point it appears there is a quorum.

Menerick stated she will not be available to attend the May 13 Finance and Personnel committees meeting. Cannot meet on Thursdays.

NEXT REGULAR MEETINGS

- A. Tuesday, June 1 – 5:00 pm, ONLINE ZOOM MEETING
- A. Tuesday, July 6, 2021 – Annual Meeting -- 5:00 pm, ONLINE ZOOM MEETING

Meeting adjourned at 6:45 p.m.



Secretary
Mary Jane Belter



President
Dave De Young

Minutes prepared by Michelle Moore/John Martin