

**LOUIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
August 3, 2021**

The meeting was called to order by President De Young at 5:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun (via phone – no voting privileges), and Cathy Rusco

Board member absent: none

Library staff present: John Martin, Michelle Moore, and Sara Derdowski

**APPROVAL OF AGENDA**

- 21-36** **Moved by Menerick, supported by Rusco, to approve an amended Agenda.** Agenda amended to include moving item Consideration of a motion to go into closed session at the request of the library director pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of the library director {Roll call vote} to follow the second Public Comment period, and adding a new business item (7.C) to discuss COVID Preparedness.

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - yes**

**Menerick - yes**

**Osmun - abstain**

**Rusco – yes**

**Motion carried 7-0.**

**APPROVAL OF CONSENT AGENDA**

- 21-37** **Moved by Rusco, supported by Menerick, to approve the Consent Agenda.**

- A. Approve the regular meeting minutes of July 6, 2021
- B. Approve the June 2021 Check Register in the amount of \$183,116.64
- C. Authorization of Banks and Credit Unions

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - yes**

**Menerick - yes**

**Osmun - abstain**

**Rusco – yes**

**Motion carried 7-0.**

**PUBLIC COMMENT**

None.

**TRUSTEE COMMENT**

Menerick asked if there are grants to help with solar panel options and suggested using the parking lot across the street for panels at ground level. The Building and Grounds committee had a solar panel presentation and found it best to wait for a new roof – will address again later.

Menerick commented that she is trying to meet with Mr. Miller of Howard Miller Clock Company regarding the library's clock tower.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**21-38 Moved by Belter, supported by Brooks, to approve the President's appointments to Standing Committees.**

**Discussion:**

DeYoung didn't want to address so many major issues at once or launch too many committees at this time - fund development, long-term financial planning, and the director search committees - so more discussion will be had. Martin explained that the cost for an election in May would be shared with the schools. The August primary would not have a cost and would occur after receiving summer tax bills. Deadline for May election filing is February. Brooks wants John to be in his position for our best chance of approving the millage. Lannon said the best move is to go for election while John is the director with his visibility. Martin, Derdowski, and Moore are gathering evidence from the staff to support the campaign. Osmun said we need to work hand in hand with the Community Foundation. Rusco will contact Keith Konarska to see if he's interested in serving on the millage committee. Menerick thought new trustee DeWitt should be on the committee also. Library Director Search committee will begin work in the fall, Rusco will begin working on a timeline.

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - yes**

**Menerick - no**

**Osmun - abstain**

**Rusco – yes**

**Motion carried 6-1.**

**21-39 Moved by Belter, supported by Brooks, to approve the job description for Librarian – Programming & Marketing.**

**Motion carried 7-0.**

**COVID Preparedness Discussion:**

Staff is watching the CDC website statistics to monitor the status of Ottawa County. When the county has substantial or high risk, employees will be asked to wear masks, and patrons will be strongly encouraged to wear masks while visiting the library. Staff continues to watch CDC, MHDDS, and Ottawa County for updated information. Marketing staff & materials are being prepared for the new guidelines.

**TREASURER’S REPORT**

The June 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports (all unaudited) were received and discussed. Derdowski stated the auditors will be here the week of August 23, 2021. Several items were under budget and with the increase in the amount of state aid and penal fines we received, it left us with a fund balance higher than projected.

**COMMITTEE REPORTS**

Executive Committee – Dave DeYoung

DeYoung reviewed the draft minutes from the July 27, 2021 committee meeting.

Finance Committee – Burton Brooks

Minutes from the July 20, 2021 joint meeting were reviewed. No meetings in August, but Martin has a resolution to opt out of the GHT DDA expansion ready for the September meeting.

Building and Grounds Committee – Burton Brooks

No report.

Policy Committee – Caryn Lannon

Martin will schedule a meeting for October to address the policies requiring updates. Moore prepared a binder of information detailing our Collection Development Policy along with the American Library Association’s Code of Ethics, Standards, and Bill of Rights to address the Critical Race Theory protestors that have made the rounds in Ottawa County.

Personnel Committee

Report included with Finance/Personnel Committees joint meeting.

**DIRECTOR’S REPORT – JOHN MARTIN**

The written report was received and discussed.

**PRESIDENT’S REPORT – DAVE DE YOUNG**

None.

**PUBLIC COMMENT.**

Michelle Moore shared the Pinnacle of Partnership Award received from the United Way for “improving the quality of life for Ottawa County residents through leadership and service, education, as well as year-round partnership with the Greater Ottawa County United Way.”. It will be on display in the atrium.

21-40

**Moved by Belter, supported by DeYoung, to go into closed session at the request of the library director pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of the library director**

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - yes**

**Menerick - yes**

**Osmun - abstain**

**Rusco – yes**

**Time: 7:02 p.m.**

**Moved by Belter, supported by Lannon to come out of closed session**

**Roll call vote:**

**Belter - yes**

**Brooks - yes**

**DeWitt - yes**

**DeYoung - yes**

**Lannon - yes**

**Menerick - yes**

**Osmun - abstain**

**Rusco – yes**

**Time: 7:20 p.m.**

**TRUSTEE COMMENT.**

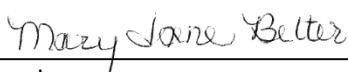
No committee meetings scheduled in August.

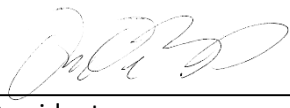
**NEXT REGULAR MEETINGS**

A. Tuesday, September 7, 2021 – 5:30 pm, LDL Program Room B

B. Tuesday, October 5, 2021 – 5:30 pm, LDL Program Room B

The meeting was adjourned at 7:23 pm.

  
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Secretary  
Mary Jane Belter

  
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President  
Dave De Young

Prepared by Michelle Moore