

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 6, 2019**

The meeting was called to order by Treasurer Burton Brooks at 4:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse,
Dave De Young (via phone at 4:32), Caryn Lannon, Lisa Menerick, Cathy Rusco
Board members absent: Kathy Osmun
Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski

Approval of Agenda

19-48 Moved by Menerick, supported by Rusco, to approve the Agenda. Motion carried 6-0.

De Young joined the meeting at 4:32.

Annual Agenda Outline Review

It was noted that the masonry work noted for April 2019 should be struck from the April 2020 outline and that the elevator certification will expire in November.

19-49 Moved by Menerick, supported by Bulthouse, to approve the Consent Agenda as amended. Motion carried 7-0.

- A. Approve the annual meeting minutes of July 9, 2019
- B. Approve June 2019 invoices in the amount of \$ 247,384.56
- C. Authorization of Banks and Credit Unions
- D. Health Pointe Tax Adjustments: April-June 2019

Martin reviewed the Health Pointe tax capture and adjustment. Brooks inquired about the invoice from Midwest. Derdowski explained that Midwest supplies the library with audiobooks. De Young asked if the transfer of funds to the Howard Miller Library required a motion. Martin explained that the annual transfer of funds to the Howard Miller and Spring Lake District Libraries is part of the District Library Agreement. These payments were approved to be paid at the July Annual meeting. The invoices from Architectural Hardware and LinkedIn were also questioned. Derdowski stated that the former is for the installation of the keypad/keycard automatic lock system and the latter is for the Lynda.com tutorial video database.

Public Comment
None.

Trustee Comment

Brooks noted the extensive display of pirate décor for the Pirate Fest. Martin explained that Doug Melching of Melching Demolition donated the funds to cover the cost of the festival and also provided the animatronics and large-scale decorations. Rusco noted the success of the storytimes at the Farmers' Market. Lannon asked if the board packets could be sent as a PDF instead of a Google doc. Staff will investigate the technical issues.

Unfinished Business

None.

New Business

19-50 Moved by Bulhouse, supported by Rusco, to approve the President's appointments to Standing Committees. Motion carried 7-0.

Discussion ensued about the potential need for a fund development committee as opposed to a board PR committee since a staff PR committee already exists. Belter suggested that staff make a wish list of items needed to have on hand for donors to peruse.

19-51 Moved by Menerick, supported by Rusco, to consider real estate service vendors. Motion carried 7-0.

Martin shared an email from Capstone indicating possible interest in purchasing the frontage of the Robbins Road property. The consensus was to not divide the property.

19-52 Moved by Menerick, supported by Rusco, to approve the listing agreement with Sandi Gentry, of ReMax of Grand Haven for one year, with the following items included in the agreement: listing price of \$675,000, brokerage fee set at 5% of the selling price, and a buyer's agent fee of 2.5%. Motion carried 7-0.

19-53 Moved by Belter, supported by Menerick, to approve the payment of the property tax adjustment refund to Health Pointe. Motion carried 7-0.

Discussion ensued regarding the \$12,558.50 tax refund owed to Health Pointe.

Treasurer's Report

The June 30, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports (unaudited) were received and discussed.

Bank Account:

The majority of funds are now held in Michigan Class account. Each fund, with the exception of Debt Service B, has a separate shareholder account number so that

funds are not co-mingled. When the Macatawa CD matures on November 27, 2019, all funds will be transferred into Maintenance Fund balance held at Michigan Class.

Property Tax Adjustment refund owed to Health Pointe:

The \$12, 558.50 payment will be paid out of General Fund and Debt Service A will reimburse the General Fund.

General Fund:

The Accrued Flex Medical and associated Chemical Bank FSA accounts will be closed as of July 31, 2019 since this benefit is no longer offered to employees. All Accrual accounts have been reconciled through YE2019. The RAM Construction capital improvement project was not completed until after YE 2019, leaving approximately \$37,000 left to be paid in FY2019/20.

Maintenance Fund:

Fifty percent of the budgeted amount was not spent because budgeted projects were either not undertaken or were not completed in FY2018/19.

Audit:

The audit is currently underway. Derdowski discussed the MERS Pension and MERS 457 corrections that are needed with auditors and she anticipates a footnote will be added to the audit report since the items are considered a contingent liability at YE 2018/19.

Committee Reports

Finance Committee – Burton Brooks

No report.

Building and Grounds Committee – Burton Brooks

Martin gave an update on the Ram Construction project. The employee entrance just needs to be powerwashed. The efflorescence did not wash off at the Columbus Street entrance, so brick facing will need to be replaced and steelwork completed, but the entrance will remain open while work is finished.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

The director's evaluation forms are due to Bulthouse by August 13. Bulthouse and Osmun will compile results and give them to De Young.

Property Sale Workgroup – Lisa Menerick

No report.

Director's Report – John Martin

Martin will contact Library Design Associates next week regarding the redesign of the Adult Services and Public Computing areas.

Discussion ensued regarding the possible redesign of the Annual Report. The consensus was to use an infographic format and to keep it to one page, double-sided. Belter suggested asking municipalities to include it with their winter tax bills.

Fine-free circulation will begin September 1 with a soft opening.

Clocks have been adjusted by a clock repair service. The clock tower clock is finally accurate, but the Fourth Street entrance clock still needs to be fixed.

President's Report – Dave De Young

De Young stated that he will try to make future meetings in person.

Public Comment.

None.

Trustee Comment.

None.

Next Regular Meetings

- A. Tuesday, September 10, 2019, 4:30 pm, Youth Program Room
- B. Tuesday, October 1, 2019, 4:30 pm, Program Room B

The meeting was adjourned 5:50 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald