

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 1, 2020**

The meeting was called to order by President De Young at 4:38 pm via Zoom.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, and Cathy Rusco

Board member absent: Kathy Osmun – joined meeting at 4:46pm

Library staff present: John Martin, Sara Derdowski, Michelle Moore, Ben Knight

APPROVAL OF AGENDA

20-71 Moved by Belter, supported by Bulthouse, to approve the Agenda as amended: Move New Business Item 8 A. Consideration of a motion to go into closed session to Item 14, following the second Public comment.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - absent

Rusco – yes

Motion carried 7-0.

MARKETING COMMITTEE REPORT

Chelsea McCoy reviewed the extensive programming planned for library patrons.

Kathy Osmun – joined the meeting at 4:46pm.

20-72 Moved by Bulthouse, supported by Lannon, to approve the Consent Agenda.

A. Approve the regular meeting minutes of August 4, 2020

B. Approve the July 2020 Check Register in the amount of \$206,699.03

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

20-73

Moved by Brooks, supported by Lannon, to approve a Memorandum of Agreement between Loutit District Library and Grand Haven Area Public Schools (GHAPS) for the purpose of providing library cards to all GHAPS students.

Martin discussed the need for increased digital access and services with schools moving to online learning. Agreements from Traverse City and Kalamazoo school-library partnerships were used as a model. The program will begin with Lakeshore Middle School and Central High School to place cards in the hands of those students who do not already hold a library card in the area. Parents can also decline. The circulation department will monitor and expand this program.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

TREASURER'S REPORT

The July 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed. Derdowski reported the auditors completed their in-house work and were extremely satisfied with the process. A meeting will be scheduled with the Finance Committee in September. Penal fines were received higher than expected; Workman's comp was under budget; and electronic databases will need a budget adjustment. Interest rates are very low across the board so Derdowski will continue to monitor and manage the 5/3 investments.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks

Meeting scheduled for September 9, 2020 at 10:00am.

Executive Committee – Dave DeYoung

DeYoung discussed the initial meeting and reviewed the minutes and the recommendation from the attorney regarding open meetings. Consensus is to hold all meetings under the format of the open meetings act and go into closed session as needed.

20-74

Moved by Belter, supported by Menerick to accept the recommendations of the Executive Committee to remove the following responsibilities from the Personnel Committee:

- **The selection and hiring process of the Library Director which will become the responsibility of a board appointed ad hoc committee**
- **The annual evaluation of the Library Director's performance, completed at the end of each fiscal year. The evaluation will be developed and administered by the Executive Committee, completed by the LDL Board Trustees, and then reviewed and presented to the Library Director and the LDL Board of Trustees by the Executive Committee and/or the President of the LDL Board of Trustees.**

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

Finance Committee – Burton Brooks

A meeting will be scheduled when the auditor responds with dates.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

Minutes from the August 13, 2020 meeting were reviewed. Bulthouse explained their recommendation for a benefits study, however the board decided to put aside the discussion for a few months so the DB plan can be explored first. The personnel committee will discuss this again in January 2021 and it will be added to the annual agenda outline.

DIRECTOR'S REPORT – JOHN MARTIN

Martin discussed the positive patron comments received through feedback on the library's Facebook and Twitter pages. All items in the report were reviewed.

PRESIDENT'S REPORT – DAVE DE YOUNG

DeYoung suggests having conversations regarding a timeline for the posting, interviewing, and hiring of the new director.

PUBLIC COMMENT.

None.

- 20-75 **Moved by Belter, supported by Rusco to go into closed session pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of the library director at the request of the library director.**

Roll call vote:

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

Motion carried 8-0.

Board entered closed session at 6:07pm.

- 20-76 **Moved by Menerick, supported by Bulthouse to come out of closed session.**

Roll call vote:

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

Motion carried 8-0.

TRUSTEE COMMENT.

None.

NEXT REGULAR MEETINGS

- B. Tuesday, October 6, 2020 – 4:30 pm, LDL Program Room A
- C. Tuesday, November 3, 2020 – 4:30 pm, LDL Program Room A

The meeting was adjourned 6:38 pm.

Secretary
Mary Jane Belter

President
Dave De Young

Prepared by Michelle Moore