LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 7, 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, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, and Cathy Rusco
Board member absent:  Penni DeWitt
Library staff present:  John Martin, Michelle Moore, and Sara Derdowski

APPROVAL OF AGENDA
21-41 Moved by Menerick, supported by Lannon, to approve the Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA
21-42 Moved by Rusco, supported by Belter, to approve the Consent Agenda. Motion carried 7-0.

A. Approve the regular meeting minutes of August 3, 2021
B. Approve the July 2021 Check Register in the amount of $269,217.45

Discussion regarding Menerick’s voting for closed and return sessions; Moore will update the August minutes. Brooks asked about the Detroit Free Press subscription. Menerick asked about Dominion and Olmsted Signs and Derdowski explained the charges.

PUBLIC COMMENT
None.

TRUSTEE COMMENT
None.

UNFINISHED BUSINESS
Menerick sent email to attempt to connect with piano donors, however our current piano is working fine.

NEW BUSINESS
21-43 Moved by Brooks, supported by Belter, to approve a resolution to exempt taxes from capture by Grand Haven Charter Township DDA.

LOUTIT DISTRICT LIBRARY

RESOLUTION TO EXEMPT TAXES FROM CAPTURE BY THE GRAND HAVEN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

A resolution made and adopted at a regular meeting of the Library Board of the Loutit District Library (“Library”), Ottawa County, State of Michigan, held at the Library on the 7th day of September, 2021, at 5:30 p.m.
Members present: Mary Jane Belter, Burton H. Brooks, David De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Members absent: Penni DeWitt.

The following resolution was offered by Brooks and supported by Belter.

WHEREAS, Grand Haven Charter Township established the Grand Haven Charter Township Downtown Development Authority (“DDA”) in 1999 pursuant to the Downtown Development Authority Act, 1975 PA 197, MCL 125.1651 et seq., now recodified as Part 2 of the Recodified Tax Increment Financing Act, 2018 PA 57, MCL 125.4201 et seq. (the “Act”); and

WHEREAS, the Township previously approved the Development Plan and Tax Increment Financing Plan (“Plan”) for the DDA; and

WHEREAS, the Library has been levying a separate millage for library purposes approved by voters on April 18, 2000 (before January 1, 2017) to provide funds to fund and operate the Library; and

WHEREAS, the Township Board held a public hearing on July 26, 2021, regarding an ordinance to amend the boundaries of the DDA; and

WHEREAS, pursuant to the amendment, the DDA is altering or amending the boundaries of the downtown development district; and

WHEREAS, pursuant to Section 203(3) to Act, if a separate millage for public library purposes was levied before January 1, 2017, and the DDA alters or amends the boundaries of a downtown district or extends the duration of the existing finance plan, then the Library Board may, not later than 60 days after a public hearing, exempt all or a portion of its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality that created the authority; and

WHEREAS, the Library has met the conditions for exempting its taxes from capture because (1) there is a separate millage for library purposes that was levied to support the Library in 2000 (prior to July 1, 2017); and (2) the boundaries of the DDA district will be altered or amended; and

WHEREAS, the Library Board is authorized to exempt its separate and dedicated library millage from capture pursuant to Section 203(3) of the Act; and

WHEREAS, the resolution exempting the Library’s separate millage for library purposes (including any and all of the taxes) from capture by the DDA takes effect when filed with the Grand Haven Charter Township Clerk and remains effective until a copy of a resolution rescinding that resolution is filed with the Township Clerk; and

WHEREAS, the Library Board has determined that it is in the best interests of the health, safety and welfare of the Library residents and taxpayers to exempt all of its taxes from capture by the Grand Haven Charter Township Downtown Development Authority.
THEREFORE, the Library Board of the Loutit District Library, Ottawa County, Michigan, resolves as follows:

1. The Loutit District Library resolves to “opt out” of the Grand Haven Charter Township Downtown Development Authority (“DDA”). To that end, as authorized by Section 203(3) of the Recodified Tax Increment Financing Act, 2018 PA 57 (“the Act”), the Library Board resolves to exempt any and all separate millages for library purposes, including the library millage that was approved by voters on April 18, 2000 to support the Loutit District Library, from capture by the DDA. This also includes exempting any and all of its property taxes from capture pursuant to any existing Development Plan and Tax Increment Financing Plan (“Plan”) and all amendments to the Plan pursuant to the authority granted by the Act, 2018 PA 57.

2. The Secretary and/or the Library Director shall immediately file a copy of this Resolution with the Grand Haven Charter Township Clerk.

3. Pursuant to Section 203(3) of the Act, this Resolution takes effect when filed with the Grand Haven Charter Township Clerk and remains effective until a copy of a resolution rescinding this Resolution is filed with the Township Clerk.

YEAS: Belter, Brooks, De Young, Lannon, Menerick, Osmun, Rusco

NAYS: None

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )
COUNTY OF OTTAWA ) ss.

CERTIFICATION

I, the undersigned, the duly qualified Secretary of the Library Board of Trustees of the Loutit District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of said Library at a regular meeting held on the 7th day of September, 2021.

_______________________________________
Mary Jane Belter, Secretary
Loutit District Library Board of Trustees

Discussion:
Trustee Menerick read the resolution into the minutes. Martin explained the purpose of the resolution and stated it will exempt our tax base from captures.

Roll call vote:
Belter - yes
Brooks - yes
DeWitt - absent
DeYoung - yes  
Lannon - yes  
Menerick - yes  
Osmun - yes  
Rusco – yes

Motion carried 7-0.

#21-44 Moved by Menerick, supported by Rusco, to approve a Resolution thanking Bruce Hinrichs for his years of volunteer service to the LDL. Passed 7-0.

RESOLUTION  
HONORING LIBRARY VOLUNTEER  
BRUCE HINRICHS

WHEREAS, Bruce Hinrichs volunteered his time, talents and treasure as a dedicated volunteer on the Library Capital Campaign Committee raising funds for the expanded and renovated library;

WHEREAS, Bruce Hinrichs served more than 15 years of faithful service to the Loutit District Library Facilities and Building and Grounds committees;

WHEREAS, Bruce Hinrichs was employed as an Engineer at Steelcase, Inc. in Grand Rapids, Michigan for more than 45 years;

WHEREAS, Bruce and Barbara Hinrichs are avid users and supporters of library services;

AND, WHEREAS, Bruce and Barbara Hinrichs recently celebrated their 61st wedding anniversary;

NOW, THEREFORE BE IT RESOLVED, that on September 7, 2021, the Loutit District Library Board of Trustees publicly recognize, honor, thank, and congratulate Bruce Hinrichs for his volunteer service to the Loutit District Library.

__________________________________________  ____________________________________________  
David De Young, President  
Kathleen Osmun, Vice-President

__________________________________________  ____________________________________________  
Burton H. Brooks, Treasurer  
Mary Jane Belter, Secretary

__________________________________________  ____________________________________________  
Penni DeWitt, Trustee  
Caryn Lannon, Trustee

__________________________________________  ____________________________________________  
Lisa Menerick, Trustee  
Cathy Rusco, Trustee
Moved by Belter, supported by Menerick, to accept a record collection and supporting monetary donation from Burton H. Brooks. Passed 6-0 (Brooks abstained).

Discussion:
Brooks commented on the collection donation along with the monetary grants, his vision for the display, and the use of the collection. Menerick suggested LDL not circulate the collection to avoid damage and theft. Grants will cover equipment, display, storage, and minimal cataloging.

TREASURER’S REPORT
The July 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed. Derdowski stated the audit has been completed and a finance committee meeting will be scheduled to review the auditor’s report when we receive the final version.

COMMITTEE REPORTS
Executive Committee – Dave DeYoung
DeYoung reviewed the draft minutes from the August 31, 2021 committee meeting.

Finance Committee – Burton Brooks
A meeting will be scheduled to review the audit when final version is available.

Building and Grounds Committee – Burton Brooks
No report. Next meeting will be held on September 21, 2021 at 1:00pm

Policy Committee – Caryn Lannon
A meeting has been set for October 19, 2021 at 4:30pm.

Personnel Committee
A meeting will be held in October to review the benefit study.

Long-term Financial Planning (ad hoc committee)
Meeting has been set for September 21, 2021 at 2:00pm.

Library Director Succession (ad hoc committee)
On pause.

DIRECTOR’S REPORT – JOHN MARTIN
The written report was received and discussed.

PRESIDENT’S REPORT – DAVE DE YOUNG
De Young emphasized the importance of the library director being the primary representative of the library when communicating with the public, governmental entities and the media. This is to ensure consistency of messaging, especially as we discuss library director succession and long term financial planning for the library. De Young noted when speaking to a reporter from the Grand Haven Tribune he coordinated responses with Martin. The same with responses to local elected officials. When questioned by local residents on library policies, operating hours, and other library related questions, he speaks in support of the library and staff, but then refers them to the library
director for answers. It is important for trustees do not take a lead role in public relations for the library, this is the responsibility of library staff. All staff can direct inquiries to Martin.

Rusco discussed possible participants for the newly created Long Term Financial Planning committee, one of whom is her neighbor.

PUBLIC COMMENT.
None.

TRUSTEE COMMENT.
Menerick discussed Tesla’s program that may help with a generator. Question about issuing library cards at the Farmer’s Market; it is being done.

Belter suggests monitoring governmental unit actions, holding periodical meetings with them to stay abreast of upcoming items that could affect LDL – especially financial impacts. Belter also suggests upgrading outlets to avoid power strips in public areas.

NEXT REGULAR MEETINGS
A. Tuesday, October 5, 2021 – 5:30 pm, LDL Program Room B
B. Tuesday, November 2, 2021 – 5:30 pm, LDL Program Room B

The meeting adjourned at 7:13 pm.

Mary Jane Belter
President
Dive De Young

Secretary
Mary Jane Belter

Prepared by Michelle Moore