



Loutit District Library

Expanding Horizons, Enriching Minds

BOARD OF TRUSTEES MEETING

Date: Tuesday, February 4, 2020
Time: 4:30 p.m.
Place: Loutit District Library Program Room B

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **ANNUAL AGENDA OUTLINE REVIEW** Pages 1-4
4. **APPROVAL OF CONSENT AGENDA**
 - A. Approve the regular meeting minutes of January 7, 2020 Pages 5-7
 - B. Approve December 2019 invoice payments in the amount of \$140,266.17 Pages 8-9
5. **PUBLIC COMMENT**
6. **TRUSTEE COMMENT**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Consideration of a motion to approve the library goals for FY 2020-2021 as recommended by the Planning Committee Page 10
 - B. Consideration of a motion to approve the addition of section 11.17, Employee Pages Benefits, De Minimis Benefits to the Personnel Policy as recommended by the Personnel and Policy committees Pages 11-16
 - C. Consideration of a motion to approve changes to Paid Time Off (PTO) benefits in the Personnel Manual as recommended by the Personnel and Policy Committees Pages 17-20
 - D. Consideration of a motion to adopt the Automated Clearing House (ACH) Resolution and approve the Automated Clearing House (ACH) and Electronic Transactions Policy, as recommended by the Policy Committee Pages 21-23
 - E. Consideration of a motion to adopt the Fund Balance Policy as recommended by the Policy Committee Pages 24-26
 - F. Consideration of a motion to approve revisions to the Non-resident Library Card Policy as recommended by the Policy Committee Pages 27-30

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- G. Consideration of a motion to approve revisions to the Credit Card Issuance and Use Policy as recommended by the Policy Committee Pages 31-33
- H. Consideration of a motion to adjust the library's salary scale and to advertise and hire a part-time Maintenance Technician as recommended by the Personnel Committee
- I. Consideration of a motion to adjust the library's FY2019/2020 budget and to authorize the director to contract with Mortimore Consulting, LLC to conduct a salary and benefits study, not to exceed price of \$9,500, as recommended by the Personnel Committee Pages 34-57
- J. Consideration of a motion to approve revisions to the following job descriptions as recommended by the Personnel Committee: Pages 58-73
 - 1. Library Director
 - 2. Library Operations Director
 - 3. Finance and Human Resources Director
 - 4. Library Services Director

9. TREASURER'S REPORT

- A. General Fund Financial Report as of December 31, 2019 Pages 74-77
- B. Maintenance Fund Financial Report as of December 31, 2019 Pages 78-79
- C. Debt Service A Fund Financial Report as of December 31, 2019 Pages 80-81
- D. Debt Service B Fund Financial Report as of December 31, 2019 Pages 82-83
- E. Bank Account Report as of December 31, 2019 Page 84

11. COMMITTEE REPORTS

- A. Finance
 - 1. Minutes from meeting of January 7, 2020 Pages 85-86
- B. Building and Grounds
 - 1. Minutes from meeting of January 23, 2020 Pages 87-88
- C. Planning
 - 1. Minutes from meeting of January 9, 2019 Page 89
- D. Policy
 - 1. Minutes from the meeting of January 14, 2020 Pages 90-92
- E. Personnel
 - 1. Minutes from the meeting of January 2, 2020 Pages 93-95
 - 2. Minutes from the meeting of January 28, 2020 Pages 96-98

12. DIRECTOR'S REPORT

Pages 99-100

13. PRESIDENT'S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. NEXT REGULAR MEETINGS

- A. March 3, 2020, 4:30 p.m., LDL Program Room B
- B. April 7, 2020, 4:30 p.m., LDL Program Room B

17. ADJOURNMENT