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

4. APPROVAL OF CONSENT AGENDA
   A. Approve the regular meeting minutes of January 7, 2020
   B. Approve December 2019 invoice payments in the amount of $140,266.17

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
   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
   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
   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
   E. Consideration of a motion to adopt the Fund Balance Policy as
      recommended by the Policy Committee
   F. Consideration of a motion to approve revisions to the Non-resident Library
      Card Policy as recommended by the Policy Committee
G. Consideration of a motion to approve revisions to the Credit Card Issuance
   and Use Policy as recommended by the Policy Committee
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
J. Consideration of a motion to approve revisions to the following job
descriptions as recommended by the Personnel Committee:
   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
   B. Maintenance Fund Financial Report as of December 31, 2019
   C. Debt Service A Fund Financial Report as of December 31, 2019
   D. Debt Service B Fund Financial Report as of December 31, 2019
   E. Bank Account Report as of December 31, 2019

11. COMMITTEE REPORTS
   A. Finance
      1. Minutes from meeting of January 7, 2020
   B. Building and Grounds
      1. Minutes from meeting of January 23, 2020
   C. Planning
      1. Minutes from meeting of January 9, 2019
   D. Policy
      1. Minutes from the meeting of January 14, 2020
   E. Personnel
      1. Minutes from the meeting of January 2, 2020
      2. Minutes from the meeting of January 28, 2020

12. DIRECTOR’S REPORT

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