



Loutit District Library
Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, February 14, 2023

Time: 5:30 p.m.

Place: Loutit District Library, Program Room A

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of January 10, 2023 Pages 1-4
- B. Approve December invoice payments in the amount of \$ 206,126.85 Pages 5-6

4. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

5. TREASURER'S REPORT

- A. General Fund Financial Report as of December 31, 2022 Pages 7-10
- B. Maintenance Fund Financial Report as of December 31, 2022 Pages 11-12
- C. Debt Service Fund A Financial Report as of December 31, 2022 Pages 13-14
- D. Debt Service Fund B Financial Report as of December 31, 2022 Pages 15-16
- E. Bank Account Report as of December 31, 2022 Page 17
- F. Update on Budget process
- G. Annual Community Foundation Report as of December 31, 2022 Pages 18-22

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

- A. Robinson Book Drop Update Pages 23-26
- B. LDL to City Transition Update

8. NEW BUSINESS

- A. Review new hire policy regarding drug testing and physical exam Pages 27-28
- B. Brooks Media Center: requesting motion to approve concept and cost gathering Pages 29-32
- C. Envisionware equipment and software for self-printing/copying/faxing/scanning Pages 33-45
- D. Trustee Training Pages 46-50

9. DIRECTOR'S REPORT

Pages 51-62

10. PRESIDENT'S REPORT

11. PUBLIC COMMENT

12. COMMITTEE REPORTS

A. Building and Grounds Committee

1. Minutes from the meeting of January 10, 2023

Page 63

2. Schedule a meeting to consider another option for janitorial?

B. Executive Committee

1. Minutes from the meeting of January 28, 2023

Pages 64-65

C. Finance

D. Personnel

E. Policy

F. Union Bargaining Committee - Closed Session

13. TRUSTEE COMMENT

14. UPCOMING MEETINGS

A. Executive Committee Meeting: February 28, 2023, 5:00 p.m.

B. Finance Committee Meeting: March 10, 2023, 1:00 p.m.

C. Regular Board Meeting: March 14, 2023, 5:30 p.m.

15. ADJOURNMENT

**Loutit District Library
Board of Trustees**

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.