



## **BOARD OF TRUSTEES MEETING**

Date: Tuesday, November 5, 2019

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. FRIENDS OF THE LIBRARY UPDATE – CARRIE MIEL**
- 5. APPROVAL OF CONSENT AGENDA**
  - A. Approve the regular meeting minutes of October 1, 2019 Pages 5-8
  - B. Approve the special meeting minutes of October 17, 2019 Pages 9-10
  - C. Approve the Non-Resident Card Fee for the period January 1, 2020 through December 31, 2020 at \$75.00 Page 11
  - D. Approve Library Closed Dates for 2020 Page 12
  - E. Approve the Check Register for Month of September 2019, in the amount of \$198,285.72 Pages 13-14
- 6. PUBLIC COMMENT**
- 7. TRUSTEE COMMENT**
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - A. Consideration of a motion to approve revisions to the following job descriptions as recommended by the Personnel Committee at their October 15, 2019 meeting:
    1. Library Assistant II - Media Relations & Programming Pages 15-17
    2. Library Aide II - Clerical Pages 18-20

- 3. Library Assistant II – Reference and Information/Media Pages 21-24
- 4. Building and Grounds Maintenance Technician Pages 25-27
- B. Consideration of a motion to approve a new part-time Library Assistant II - Youth Services job description Pages 28-30
- C. Consideration of a motion to approve a resolution authorizing a grant application to the Michigan Township Participating Plan, Risk Reduction Grant Program in the amount of \$2,500 for parking lot and garage security camera upgrades Pages 31-35
- D. Consideration of a motion to approve an auditing services contract extension with Vredeveld Haefner LLC for fiscal years ending June 30, 2020 through 2022 with optional extensions for 2023 and 2024 Pages 36-37

**10. TREASURER’S REPORT**

- A. General Fund Financial Report as of September 30, 2019 Pages 38-41
- B. Maintenance Fund Financial Report as of September 30, 2019 Pages 42-43
- C. Debt Service Fund Financial Report as of September 30, 2019 Pages 44-47
- D. Bank Account Report as of September 30, 2019 Page 48

**11. COMMITTEE REPORTS**

- A. Finance
  - 1. Minutes from the meeting of October 1, 2019 Page 49
- B. Building and Grounds
- C. Planning
- D. Policy
- E. Personnel
  - 1. Minutes from the Meeting of October 15, 2019 Page 50
- F. Work Groups

**12. DIRECTOR’S REPORT** Pages 51-53

**13. PRESIDENT’S REPORT**

**14. PUBLIC COMMENT**

**15. TRUSTEE COMMENT**

**16. NEXT REGULAR MEETINGS**

- A. December 3, 2019, 4:30 p.m., LDL Program Room B
- B. January 7, 2020, 4:30 p.m., LDL Program Room B

**17. ADJOURNMENT**