BOARD OF TRUSTEES MEETING
Date:    Tuesday, November 5, 2019
Time:    4:30 p.m.
Place:   Loutit District Library Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. ANNUAL AGENDA OUTLINE REVIEW

4. FRIENDS OF THE LIBRARY UPDATE – CARRIE MIEL

5. APPROVAL OF CONSENT AGENDA
   A. Approve the regular meeting minutes of October 1, 2019
   B. Approve the special meeting minutes of October 17, 2019
   C. Approve the Non-Resident Card Fee for the period January 1, 2020 through December 31, 2020 at $75.00
   D. Approve Library Closed Dates for 2020
   E. Approve the Check Register for Month of September 2019, in the amount of $198,285.72

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
      2. Library Aide II - Clerical

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org
3. Library Assistant II – Reference and Information/Media  Pages 21-24
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