



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## BOARD OF TRUSTEES MEETING

Date: Tuesday, December 13, 2022

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

Pages 1-3

#### 3. APPROVAL OF CONSENT AGENDA

A. Approve the regular meeting minutes of November 1, 2022

Pages 4-7

B. Approve October 2022 invoice payments in the amount of \$

Pages 8-9

C. Approve November 2022 invoice payments in the amount of \$

Pages 10-11

#### 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. TRUSTEE COMMENT

#### 6. UNFINISHED BUSINESS

A. Consideration of a motion to approve revisions to the Library By-laws

Pages 12-22

#### 7. NEW BUSINESS

A. Consideration of a motion to accept the Fiscal Year 2021-2022 Audit

Pages 23-57

B. Consideration of a motion to approved an updated bank account authorized signers list, removing John Martin and approving the attached authorized signers

Page 58

C. Consideration of a motion to go into Closed Session under Section 8(c) of the Michigan Open Meetings Act to discuss negotiation strategy for a collective bargaining agreement

Pages

**8. TREASURER’S REPORT**

- A. General Fund Financial Report as of June 30, 2022 Pages 59-63
- B. General Fund Financial Report as of October 31, 2022 Pages 64-67
- C. Maintenance Fund Financial Report as of October 31, 2022 Pages 68-69
- D. Debt Service Fund A Financial Report as of October 31, 2022 Pages 70-71
- E. Debt Service Fund B Financial Report as of October 31, 2022 Pages 72-73
- F. Bank Account Report as of October 31, 2022 Page 74

**9. COMMITTEE REPORTS**

- A. Building and Grounds
- B. Executive Committee
  - 1. Minutes from the meeting of November 29, 2022 Pages 75-76
- C. Finance
  - 1. Minutes from the meeting of December 6, 2022 Page 77
- D. Personnel
- E. Policy

**10. DIRECTOR’S REPORT**

Pages 78-105

**11. PRESIDENT’S REPORT**

**12. PUBLIC COMMENT**

**13. TRUSTEE COMMENT**

**14. NEXT REGULAR MEETINGS**

- A. January 10, 2023, 5:30 p.m.
- B. February 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.