



# Loutit District Library

Expanding Horizons, Enriching Minds

## BOARD OF TRUSTEES MEETING

Date: Tuesday, December 3, 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** Pages 1-4
4. **APPROVAL OF CONSENT AGENDA**
  - A. Approve the regular meeting minutes of November 5, 2019 Pages 5-9
  - B. Approve October 2019 invoice payments in the amount of \$207,868.44 Pages 10-12
5. **PUBLIC COMMENT**
6. **TRUSTEE COMMENT**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
  - A. Consideration of a motion to accept the offer of a new Story and Clark baby grand piano from Eric Inlaw and Lynde Richards Page 13
  - B. Consideration of a motion to approve revisions to the following job Descriptions as recommended by the Personnel Committee at their November 19, 2019 meeting:
    1. Assistant Director of Library Operations Pages 14-17
    2. Department Head – Youth Services Pages 18-21
    3. Librarian – Youth Services Pages 22-24

4. Library Assistant II – Youth Services (30 hour)	Pages 25-27
5. Library Assistant II – Youth Services (19 hour)	Pages 28-30
C. Consideration of a motion to request Port Sheldon Township switch the collection of Library property tax from summer to winter beginning with the December 2020 tax collection, and to clarify that these taxes will be collected without fees	Page 31-34
D. Consideration of a motion to adopt the Resolution for ACH and Electronic Transactions as recommended by the Finance Committee	Pages 35-36
E. Consideration of a motion to adopt the Automated Clearing House (ACH) and Electronic Transactions Policy as recommended by the Finance Committee	Page 37
F. Consideration of a motion to adopt the proposed Fund Balance Policy as Recommended by the Finance Committee	Pages 38-40
G. Consideration of a motion to adopt paid time off (PTO) changes beginning January 2020 as recommended by the Personnel Committee	Pages 41-48
H. Consideration of a motion to change Business Manager job title to Finance Director as recommended by the Personnel Committee	Page 49
I. Consideration of a motion to adjust the salary schedule for Finance Director and Maintenance Technician as recommended by the Personnel Committee	Pages 50-52
J. Consideration of a motion to amend the FY2019-2020 budget to correct Employee W2 wage earning statements for years 2015, 2016 and 2017	Pages 53-55

## **9. TREASURER’S REPORT**

A. General Fund Financial Report as of October 31, 2019	Pages 56-59
B. Maintenance Fund Financial Report as of October 31, 2019	Pages 60-61
C. Debt Service Fund Financial Report as of October 31, 2019	Pages 62-65
D. Bank Account Report as of October 31, 2019	Page 66

## **10. COMMITTEE REPORTS**

A. Finance	
1. Minutes from the meeting of November 7, 2019	Pages 67-68
B. Building and Grounds	
C. Planning	
1. Minutes from the meeting of November 19, 2019	Page 69
D. Policy	
E. Personnel	
1. Minutes from the meeting of November 19, 2019	Pages 70-72
F. Property Sale Work Group	

## **11. DIRECTOR’S REPORT**

Pages 73-75

## **12. PRESIDENT’S REPORT**

## **13. PUBLIC COMMENT**

## **14. TRUSTEE COMMENT**

**15. NEXT REGULAR MEETINGS**

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

**16. ADJOURNMENT**