



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, June 1, 2021

Time: 5:00 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. **STAFF PRESENTATION – JEANETTE WEIDEN, LOCAL HISTORY/GENEALOGY**
4. **PUBLIC HEARING: PROPOSED FISCAL YEAR 2021-2022 LIBRARY BUDGETS** Pages 4-30
5. **APPROVAL OF CONSENT AGENDA**
 - A. Approve the May 4, 2021 regular meeting minutes Pages 31-35
 - B. Approve April 2021 invoice payments in the amount of \$199,888.13 Pages 36-37
 - C. ~~Approve FY 20/21 General Fund Budget Amendment #2~~ P-38-40 with 66-67
6. **PUBLIC COMMENT**
7. **TRUSTEE COMMENT**
8. **UNFINISHED BUSINESS**

9. NEW BUSINESS

A. Consideration of a motion to approve a resolution honoring Helen Bulthouse’s service to the Loutit District Library Page 41

B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2021-2022 Fiscal Year and to appropriate funds for said purposes, as follows: Pages 42-43

| | <u>Revenue</u> | <u>Expenditure</u> |
|---------------------|----------------|--------------------|
| General Fund | \$2,567,340 | \$2,635,000 |
| Maintenance Fund | \$10,000 | \$90,000 |
| Debt Service A Fund | \$273,279 | \$251,900 |
| Debt Service B Fund | \$323,250 | \$323,250 |

C. Consideration of a motion to approve a resolution to set the 2021 property tax levy for operating purposes at .9613 mill and to set the 2021 property tax levy for debt retirement purposes at .1150 mill Page 44-46

D. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library’s health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library’s Personnel Policy: Pages 47-48

| | |
|-----------------|---------|
| Family Coverage | \$1,000 |
| Double Coverage | \$750 |
| Single Coverage | \$500 |

These payments are distributed bi-weekly as part of the employee’s pay.

E. Consideration of a motion to approve a two-year contract, July 1, 2021 – June 30, 2023, for IT services with Grand Haven Area Public Schools, and to authorize the Library Director to sign on behalf of the library. First year annual cost (FY 2021-2022) will be \$48,052.68 and second year annual cost (FY 2022-2023) will be \$48,773.52. Pages 49-56

F. Consideration of a motion to authorize staff to purchase a new Sharp MX-4071 copier for \$8,540 from Office Machines Company replacing an existing copier. Funds are available in the current year’s budget. Pages 57-58

G. Consideration of a motion to approve compensating library staff \$250 for exemplary service to residents from March 2020 to present as recommended by the Finance and Personnel committees Page 59

| | | |
|------------|---|-------------|
| H. | Consideration of a motion to approve the Cell Phone Subsidy of \$40 per month to essential library staff members as recommended by the Finance and Personnel committees | Pages 60-62 |
| I. | Consideration of a motion to change provider of the library's Long Term Disability Policy from Mutual to Omaha to AXA Equitable and increase the maximum LTD payment from \$3,000 per month to \$6,000 as recommended by the Finance and Personnel committees | Pages 63-65 |
| 10. | TREASURER'S REPORT | |
| A. | General Fund Financial Report as of April 30, 2021 | Pages 66-67 |
| B. | Maintenance Fund Financial Report as of April 30, 2021 | Pages 68-69 |
| C. | Debt Service Fund Financial Reports as of April 30, 2021 | Pages 70-73 |
| D. | Bank Account Report as of April 30, 2021 | Page 74 |
| 11. | COMMITTEE REPORTS | |
| A. | Building and Grounds | |
| B. | Executive Committee | |
| 1. | Draft Minutes from the May 25, 2021, committee meeting | Pages 75-76 |
| C. | Finance and Personnel | |
| 1. | Draft minutes from the May 20, 2021 joint Finance and Personnel Committees Meeting | Pages 77-79 |
| D. | Personnel | |
| E. | Policy | |
| 12. | DIRECTOR'S REPORT | Pages 80-87 |
| 13. | PRESIDENT'S REPORT | |
| 14. | PUBLIC COMMENT | |
| 15. | TRUSTEE COMMENT | |
| 16. | NEXT REGULAR MEETINGS | |
| A. | Annual Meeting – Tuesday, July 6, 2021, 5:00 p.m., LDL Program Room A | |
| B. | Tuesday, August 3, 2021, 5:00 p.m., LDL Program Room A | |