BOARD OF TRUSTEES MEETING

Date: Tuesday, June 2, 2020
Time: 4:30 p.m.
Place: ONLINE ZOOM MEETING DUE TO LIBRARY CLOSURE

Join Zoom Meeting
https://us02web.zoom.us/j/85182802469?pwd=d3NKeGsxY0N6Q2IDeHdTvMpMTGpQQT09

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AGENDA

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA
3. ANNUAL AGENDA OUTLINE REVIEW
4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2020-2021 LIBRARY BUDGETS Pages 4-7

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org
5. APPROVAL OF CONSENT AGENDA
   A. Approve the May 5, 2020 regular meeting minutes  
   B. Approve April 2020 invoice payments in the amount  
      of $166,770.15  
   C. Approve FY 19/20 General Fund Budget Amendment #2  
      with a net increase in revenue over expenditures of $533,320

6. PUBLIC COMMENT

7. TRUSTEE COMMENT

8. UNFINISHED BUSINESS

9. NEW BUSINESS
   A. Consideration of a motion to approve a resolution to adopt a  
      Budget for Loutit District Library for the 2020-2021 Fiscal Year  
      and to appropriate funds for said purposes, as follows:  
      
      | Revenue       | Expenditure |
      |---------------|-------------|
      | General Fund  | 2,568,586   | 2,543,823   |
      | Maintenance Fund | 15,000     | 150,000     |
      | Debt Service A Fund | 267,494   | 251,160     |
      | Debt Service B Fund | 326,200   | 326,200     |
   
   B. Consideration of a motion to approve a resolution to set the  
      2020 property tax levy for operating purposes at .9654 mill  
      and to set the 2020 property tax levy for debt retirement purposes  
      at .1150 mill

   C. 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:  
      
      | Family Coverage | $1,000     |
      | Double Coverage  | $750      |
      | Single Coverage  | $500      |
      
      These payments are distributed bi-weekly as part of the employee’s pay.

   D. Consideration of a motion to approve the Library Assistant II – R&I  
      increase to 30 hours per week

   E. Consideration of a motion to approve a three-year contract for  
      Custodial Services

   F. Consideration of a motion to approve the COVID-19 Preparedness and  
      Response Plan
G. Consideration of a motion to approve the Library Reopening Policy and Plan

H. Consideration of a motion to raise the library’s capitalization figure from $1,000 to $5,000 and edit the Asset Management Policy to reflect this change

I. Consideration of a motion to approve the proposal from D.C. Byers for removal, insulation, and replacement of three windows in Local History

10. TREASURER’S REPORT
   A. General Fund Financial Report as of April 30, 2020
   B. Maintenance Fund Financial Report as of April 30, 2020
   C. Debt Service Fund Financial Reports as of April 30, 2020
   D. Bank Account Report as of April 30, 2020

11. COMMITTEE REPORTS
   A. Finance and Personnel
      1. Draft minutes from the May 12, 2020 joint Finance and Personnel Committees Meeting
   B. Building and Grounds
   C. Planning
   D. Policy
   E. Personnel

12. DIRECTOR’S REPORT

13. PRESIDENT’S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. NEXT REGULAR MEETINGS
   A. Annual Meeting – Tuesday, July 7, 2020, 4:30 p.m., LDL Program Room A
   B. Tuesday, August 4, 2020, 4:30 p.m., LDL Program Room A