



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

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=d3NKeGsxY0N6Q2lDeHdTbVpMTGpQQT09>

One tap mobile

+13126266799,,85182802469#,,1#,518956# US (Chicago)

+16465588656,,85182802469#,,1#,518956# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 851 8280 2469

Password: 518956

Find your local number: <https://us02web.zoom.us/j/85182802469>

A G E N D A

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **ANNUAL AGENDA OUTLINE REVIEW** Pages 4-7
4. **PUBLIC HEARING: PROPOSED FISCAL YEAR 2020-2021 LIBRARY BUDGETS** Pages 8-32

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 Pages 33-40
- B. Approve April 2020 invoice payments in the amount of \$166,770.15 Pages 41-42
- C. Approve FY 19/20 General Fund Budget Amendment #2 with a net increase in revenue over expenditures of \$533,320 Page 43

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: Pages 44-45

	<u>Revenue</u>	<u>Expenditure</u>
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 Page 46-49
- 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: Pages 50-51
- | | |
|-----------------|---------|
| 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 Pages 52-55
- E. Consideration of a motion to approve a three-year contract for Custodial Services Pages 56-97
- F. Consideration of a motion to approve the COVID-19 Preparedness and Response Plan Pages 98-103

- | | | |
|------------|--|---------------|
| G. | Consideration of a motion to approve the Library Reopening Policy and Plan | Pages 104-111 |
| 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 | Pages 112-113 |
| I. | Consideration of a motion to approve the proposal from D.C. Byers for removal, insulation, and replacement of three windows in Local History | Pages 114-115 |
|
 | | |
| 10. | TREASURER'S REPORT | |
| A. | General Fund Financial Report as of April 30, 2020 | Pages 116-119 |
| B. | Maintenance Fund Financial Report as of April 30, 2020 | Pages 120-121 |
| C. | Debt Service Fund Financial Reports as of April 30, 2020 | Pages 122-125 |
| D. | Bank Account Report as of April 30, 2020 | Page 126 |
|
 | | |
| 11. | COMMITTEE REPORTS | |
| A. | Finance and Personnel | |
| 1. | Draft minutes from the May 12, 2020 joint Finance and Personnel Committees Meeting | Pages 127-129 |
| B. | Building and Grounds | |
| C. | Planning | |
| D. | Policy | |
| E. | Personnel | |
|
 | | |
| 12. | DIRECTOR'S REPORT | Pages 130-131 |
|
 | | |
| 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 | |