



# Loutit District Library

Expanding Horizons, Enriching Minds

## BOARD OF TRUSTEES MEETING

Date: Tuesday, May 5, 2020

Time: 4:30 p.m.

Place: ONLINE ZOOM MEETING DUE TO LIBRARY CLOSURE

Topic: LDL Board Meeting -- May 5 2020 -- 4:30pm

Time: May 5, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88605407328?pwd=SIMzY3N2K3FzWTRiWVJUSVVBMHRBUT09>

Meeting ID: 886 0540 7328

Password: 638359

One tap mobile

+13017158592,,88605407328#,,1#,638359# US (Germantown)

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Dial by your location

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407 Columbus Avenue, Grand Haven, MI 49417

Phone (616) 850-6900 ~ [www.loutitlibrary.org](http://www.loutitlibrary.org)

## A G E N D A

1. **CALL TO ORDER AND ROLL CALL**
2. **PRESENTATION – CIRCULATION STAFF UPDATE – KIM RICE**
3. **PRESENTATION -- SALARY STUDY – BRIAN MORTIMORE** Pages 1-6
4. **ANNUAL AGENDA OUTLINE REVIEW** Pages 7-10
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF CONSENT AGENDA**
  - A. Approve the April 7, 2020 regular meeting minutes Pages 11-16
  - B. Approve March 2020 invoice payments in the amount of \$159,294.28 Pages 17-18
7. **PUBLIC COMMENT**
8. **TRUSTEE COMMENT**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - A. Consideration of a motion to approve elimination of the following positions as discussed at the joint Finance and Personnel committees meeting of April 28, 2020: Pages 19-23
    - Reference & Information Library Aide II (two positions)
    - Youth Services, Library Assistant II
    - Local History/Genealogy, Library Assistant II
  - B. Consideration of a motion to approve staffing changes and job descriptions as discussed at the joint Finance and Personnel committees meeting of April 28:
    - Eliminate Assistant Director, Library Operations position
    - Create new position, Head of Technical Services Pages 24-26
    - Revised job description -- Assistant Director, Finance & Human Resources Pages 27-30
    - Revised job description – Assistant Director, Library Services Pages 31-34
    - Revised job description – Maintenance Technician Pages 35-38
    - Increase Library Assistant II, Youth Services position hours to 40 per week
  - C. Consideration of a motion to approve FY2020/21 proposed staffing changes and job description as discussed at the joint Finance and Personnel committees meeting of April 28:
    - Increase base hours for Library Assistant I, Cataloging, from 24 to 28 hours per week
    - Promote existing Library Assistant I, Circulation, from 28 hours per week to full time, Library Assistant II, Circulation, beginning July 1, 2020 Pages 39-42
    - Eliminate part-time Library Assistant I, Circulation, position beginning July 1
    - Upon successful completion of MLIS degree, promote full time, Library

- Assistant II, Youth Services, to Librarian – Youth Services/Marketing Pages 43-45
- D. Consideration of a motion to approve a three-year contract extension with Trane for HVAC service. Contract period, May 1, 2020 – June 30, 2023 Pages 46-50
- E. Consideration of a motion to amend the Personnel Policy and Procedures Manual, Section 1.1, Purpose Page 51

**11. TREASURER’S REPORT**

- A. General Fund Financial Report as of March 31, 2020 Pages 52-55
- B. Maintenance Fund Financial Report as of March 31, 2020 Pages 56-57
- C. Debt Service Fund Financial Report as of March 31, 2020 Pages 58-61
- D. Bank Account Report as of March 31, 2020 Page 62

**12. COMMITTEE REPORTS**

- A. Finance
  - 1. Minutes from joint meeting with Personnel Committee, April 28, 2020 Pages 63-65
  - 2. Staffing Changes PowerPoint Pages 66-74
  - 3. Current/Board-Approved Organizational Chart (4-20-20) Page 75
  - 4. Proposed FY 2019-2020 Organizational Chart (4-28-20) Page 76
  - 5. Proposed FY 2020-2021 Organizational Chart (4-28-20) Page 77
- B. Building and Grounds
- C. Planning
- D. Policy
- E. Personnel

**13. DIRECTOR’S REPORT** Pages 78-79

**14. PRESIDENT’S REPORT**

**15. PUBLIC COMMENT**

**16. TRUSTEE COMMENT**

**17. NEXT REGULAR MEETINGS**

- A. June 2, 2020, 4:30 p.m., LDL Program Room B
- B. July 9, 2020 – Annual Meeting -- 4:30 p.m., LDL Program Room B

**18. ADJOURNMENT**