



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES ANNUAL MEETING

Date: Tuesday, July 6, 2021

Time: 5:00 p.m.

Place: **Loutit District Library Program Room A**

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of June 1, 2021 Pages 4-10
- B. Approve May 2021 invoices in the amount of \$144,241.05 Pages 11-12
- C. Approve the following Purchase Orders for FY 2021/22: Pages 13-35

PO	Name	Amount
1025	Priority Health for FY 2021/22 insurance premiums	\$113,400.00
1026	Lakeland Library Cooperative services FY 2021/22	\$26,500.00
1027	Zervas Facility Maintenance for custodial service FY 2021/22	\$55,000.00
1028	Vredeveld Haefner LLC for June 30, 2021, auditing services	\$7,100.00
1029	MCLS for Overdrive FY 2021/22 for e-books	\$25,000.00
1030	Overdrive Advantage e-books FY 2021/22	\$36,000.00
1031	BHS Insurance for Property & Liability Insurance FY 2021/22	\$13,800.00
1032	GHAPS Technology Services FY 2021/22	\$50,000.00
1033	Spring Lake District Library for reimbursement of Ferrysburg penal fines	\$11,300.00
1034	Howard Miller Library for tax reimbursement for Zeeland School District	\$41,500.00
1035	Dykstra for Landscaping and snow removal	\$16,100.00
1036	Michigan Gas Utilities	\$10,000.00
1037	City of Grand Haven Board of Light & Power	\$65,000.00
1038	Lynda.com Electronic Database FY2021/22	\$6,300.00
1039	Hoopla Electronic Database FY2021/22	\$13,500.00
1040	Office Machines Company (copying charges)	\$5,000.00
1041	Dominion Systems Payroll Services FY 2021/22	\$6,500.00

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1042	Foster Swift Collins & Smith PC Legal Services FY2021/22	\$5,500.00
1043	Kanopy, LLC Electronic Database FY2021/22	\$6,000.00
1044	Delta Dental for FY2021/22 insurance premiums	\$13,000.00
1045	T-Mobile Hotspots – Year 3 of LSTA grant	\$6,000.00
1046	Van Dyken Mechanical for HVAC Services	\$8,000.00
1047	Vos Glass, LLC for Window Water Diverters and Gasket Repairs	\$55,000.00

4. PUBLIC COMMENT

5. TRUSTEE COMMENT

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- A. Election of Officers Page 36
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. Consideration of a motion to adopt the 2021/2022 Board of Trustees’ meeting Schedule Page 37
- C. Consideration of a motion to rescind previous Plan from December 1, 2020, and approve a new Library Covid-19 Preparedness and Response Plan Pages 38-44
- D. Consideration of a motion to support an application to the Library of Michigan for an American Rescue Plan Act grant Pages 45-46
- E. Consideration of a motion to support an application to the Michigan Humanities Council for an American Rescue Plan Act H.O.P.E. grant Pages 47-48
- F. Consideration of a motion to revise the library 2021 Closed Dates Pages 49-50
- G. Clock Tower discussion

8. TREASURER’S REPORT

- A. General Fund Financial Report as of May 31, 2021 Pages 51-55
- B. Maintenance Fund Financial Report as of May 31, 2021 Pages 56-57
- C. Debt Service Funds Financial Report as of May 31, 2021 Pages 58-61
- D. Bank Account Report as of May 31, 2021 Page 62

9. COMMITTEE REPORTS

A. Building and Grounds

- 1. Draft minutes from the June 8, 2021 committee meeting Pages 63-64

B. Executive Committee

- 1. Draft Minutes from the June 29, 2021 committee meeting Pages 65-66

C. Finance

D. Personnel

- 1. Library Director Evaluation

- E. Policy -- We currently have about six policies in need of revision. Many others will need revision but we have not had time to prepare them. Shall we schedule a meeting soon?

10. DIRECTOR'S REPORT

Pages 67-75

11. PRESIDENT'S REPORT

- A. Board Member's Committee Assignments

Pages 76-77

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. NEXT REGULAR MEETINGS (pending approval of FY2021/2022 Board of Trustees' meeting schedule)

- A. Tuesday, August 3, 2021, 5:00 p.m., LDL Program Room A
- B. Tuesday, September 7, 2021, 5:00 p.m., LDL Program Room A

15. ADJOURNMENT