BOARD OF TRUSTEES ANNUAL MEETING

Date: Tuesday, July 7, 2020
Time: 4:30 p.m.
Place: ONLINE ZOOM MEETING DUE TO LIBRARY CLOSURE

LDL Monthly Board Meeting
Time: Jul 7, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/81302241111?
pwd=aXdOTUR0aDFmbVhWbU1JNTNoaVlkdz09

Meeting ID: 813 0224 1111
Password: 787204
One tap mobile
+13017158592,,81302241111#,,,,0#,,787204# US (Germantown)
+13126266799,,81302241111#,,,,0#,,787204# US (Chicago)

Dial by your location
 +1 301 715 8592 US (Germantown)
 +1 312 626 6799 US (Chicago)
 +1 646 558 8656 US (New York)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 669 900 9128 US (San Jose)

Meeting ID: 813 0224 1111
Password: 787204
Find your local number: https://us02web.zoom.us/u/kbD2noe86p

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA
3. ANNUAL AGENDA OUTLINE REVIEW

4. APPROVAL OF CONSENT AGENDA

A. Approve the regular meeting minutes of June 2, 2020

B. Approve May 2020 invoices in the amount of $171,050.13

C. Approve the following Purchase Orders:

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Priority Health for FY 2020/21 insurance premiums</td>
<td>$25,710.00</td>
</tr>
<tr>
<td>1002</td>
<td>Lakeland Library Cooperative services FY 2020/21</td>
<td>$25,700.00</td>
</tr>
<tr>
<td>1003</td>
<td>Zervas Facility Maintenance for custodial service FY 2020/21</td>
<td>$53,625.00</td>
</tr>
<tr>
<td>1004</td>
<td>Vredeveld Haefner LLC for June 30, 2020, auditing services</td>
<td>$6,750.00</td>
</tr>
<tr>
<td>1005</td>
<td>MCLS for Overdrive FY 2020/21 for e-books</td>
<td>$18,500.00</td>
</tr>
<tr>
<td>1006</td>
<td>Overdrive Advantage e-books FY 2020/21</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>1007</td>
<td>BHS Insurance for Property &amp; Liability Insurance FY 2020/21</td>
<td>$13,100.00</td>
</tr>
<tr>
<td>1008</td>
<td>GHAPS Technology Services FY 2020/21</td>
<td>$47,345.00</td>
</tr>
<tr>
<td>1009</td>
<td>Spring Lake District Library for reimbursement of Ferrysburg penal fines</td>
<td>$10,650.00</td>
</tr>
<tr>
<td>1010</td>
<td>Howard Miller Library for tax reimbursement for Zeeland School District</td>
<td>$40,500.00</td>
</tr>
<tr>
<td>1011</td>
<td>Trane for HVAC</td>
<td>$6,950.00</td>
</tr>
<tr>
<td>1012</td>
<td>Dykstra for Landscaping and snow removal</td>
<td>$15,600.00</td>
</tr>
<tr>
<td>1013</td>
<td>Michigan Gas Utilities</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>1014</td>
<td>City of Grand Haven Board of Light &amp; Power</td>
<td>$72,000.00</td>
</tr>
<tr>
<td>1015</td>
<td>Lynda.com Electronic Database FY2020/21</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>1016</td>
<td>Hoopla Electronic Database FY2020/21</td>
<td>$20,400.00</td>
</tr>
<tr>
<td>1017</td>
<td>Office Machines Company (copying charges)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1018</td>
<td>Dominion Systems Payroll Services FY 2020/21</td>
<td>$5,665.00</td>
</tr>
<tr>
<td>1019</td>
<td>Foster Swift Collins &amp; Smith PC Legal Services FY2020/21</td>
<td>$6,750.00</td>
</tr>
<tr>
<td>1020</td>
<td>Kanopy, LLC Electronic Database FY2020/21</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>1021</td>
<td>RB Digital Electronic Database FY2020/21</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>1022</td>
<td>DC Byers (windows in Local History)</td>
<td>$13,280.00</td>
</tr>
<tr>
<td>1023</td>
<td>Delta Dental for FY2020/21 insurance premiums</td>
<td>$14,827.00</td>
</tr>
</tbody>
</table>

5. PUBLIC COMMENT

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Election of Officers
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
B. Consideration of a motion to adopt the 2020/2021 Board of Trustees’ meeting Schedule
C. Consideration of a motion to approve the Cell Phone Reimbursement Policy as Recommended by the Policy Committee
D. Consideration of a motion to approve revisions to the COVID-19 Preparedness and Response Plan
E. Consideration of a motion to approve revisions to the Library Reopening Plan
F. Consideration of a motion to approve a 6-hour per week increase to one Library Aide I position.

9. TREASURER’S REPORT
   A. General Fund Financial Report as of May 31, 2020
   B. Maintenance Fund Financial Report as of May 31, 2020
   C. Debt Service Funds Financial Report as of May 31, 2020
   D. Bank Account Report as of May 31, 2020

10. COMMITTEE REPORTS
    A. Finance
    B. Building and Grounds
    C. Planning
    D. Policy
       1. Draft minutes from June 16, 2020 Policy Committee Meeting
    E. Personnel

11. DIRECTOR’S REPORT

12. PRESIDENT’S REPORT
    A. Board Member’s Committee Assignments

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. NEXT REGULAR MEETINGS (pending approval of FY2020/2021 Board of Trustees’ meeting schedule)
    A. Tuesday, August 4, 2020, 4:30 p.m., LDL Program Room A
    B. Tuesday, September 1, 2020, 4:30 p.m., LDL Program Room A

16. ADJOURNMENT