



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

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

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AGENDA

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org

3. ANNUAL AGENDA OUTLINE REVIEW

Pages 4-7

4. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of June 2, 2020 Pages 8-15
- B. Approve May 2020 invoices in the amount of \$171,050.13 Pages 16-17
- C. Approve the following Purchase Orders: Pages 18-40

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

5. PUBLIC COMMENT

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Election of Officers Page 41
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer

- B. Consideration of a motion to adopt the 2020/2021 Board of Trustees' meeting Schedule Page 42
- C. Consideration of a motion to approve the Cell Phone Reimbursement Policy as Recommended by the Policy Committee Pages 43-45
- D. Consideration of a motion to approve revisions to the COVID-19 Preparedness and Response Plan Pages 46-51
- E. Consideration of a motion to approve revisions to the Library Reopening Plan Pages 52-60
- F. Consideration of a motion to approve a 6-hour per week increase to one Library Aide I position. Page 61

9. TREASURER'S REPORT

- A. General Fund Financial Report as of May 31, 2020 Pages 62-65
- B. Maintenance Fund Financial Report as of May 31, 2020 Pages 66-67
- C. Debt Service Funds Financial Report as of May 31, 2020 Pages 68-71
- D. Bank Account Report as of May 31, 2020 Page 72

10. COMMITTEE REPORTS

- A. Finance
- B. Building and Grounds
- C. Planning
- D. Policy
 - 1. Draft minutes from June 16, 2020 Policy Committee Meeting Page 73
- E. Personnel

11. DIRECTOR'S REPORT Pages 75-77

12. PRESIDENT'S REPORT

- A. Board Member's Committee Assignments Pages 78-80

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