BOARD OF TRUSTEES ANNUAL MEETING

Date: Tuesday, July 9, 2019  
Time: 4:30 p.m.  
Place: Loutit District Library Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. ANNUAL AGENDA OUTLINE REVIEW   Pages 1-4

4. APPROVAL OF CONSENT AGENDA

   A. Approve the regular meeting minutes of June 4, 2019   Pages 5-10
   B. Approve May 2019 invoices in the amount of $ 149,675.53   Pages 11-12
   C. Approve the following Purchase Orders:  Pages 13-31

   PO | Name | Amount
   --- | --- | ---
   980 | Priority Health for FY 2019/20 insurance premiums | $114,471.00
   981 | Lakeland Library Cooperative services FY 2019/20 | $23,000.00
   982 | Reliant Professional Cleaning for custodial service FY 2019/20 | $66,500.00
   983 | Vredevedl Haefner LLC for June 30, 2019, auditing services | $6,750.00
   984 | MCLS for Overdrive FY 2019/20 for e-books | $17,700.00
   985 | Overdrive Advantage e-books FY 2019/20 | $24,000.00
   986 | BHS Insurance for Property & Liability Insurance FY 2019/20 | $12,670.00
   987 | GHAPS Technology Services FY 2019/20 | $47,250.00
   988 | Spring Lake District Library for reimbursement of Ferrysburg 2019 penal fines | $9,400.00
   989 | Howard Miller Library for reimbursement of taxes in Zeeland School District | $39,160.00
   990 | Rycenga Electric to retrofit lamps with LED | $5,500.00
   991 | Trane for HVAC | $6,950.00
   992 | Dykstra for Landscaping and snow removal | $14,975.00
   993 | Michigan Gas Utilities | $13,250.00
994  City of Grand Haven Board of Light & Power  $70,000.00  
995  Lynda.com Electronic Database  $5,700.00  
996  Hoopla (July 2019-2020)  $18,000.00  
997  Office Machines Company (printing charges)  $7,500.00  
998  Maples Leaf Press (newsletter printing charges)  $8,000.00  
999  Rycenga Electric (retrofit lights with LEDs)  $10,165.00  

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 2019/2020 Board of Trustees’ meeting schedule  
C. Consideration of a motion to approve the following job description as discussed at the Personnel Committee meeting of May 14, 2019:  
   1. Library Assistant III – Local History/Genealogy  
D. Consideration of a motion to approve closing the library at 1:00pm on Friday, July 12, 2019, for staff development  
E. Consideration of a motion to discuss Conflict of Interest Disclosure form  

9. TREASURER’S REPORT  
A. General Fund Financial Report as of May 31, 2019  
B. Maintenance Fund Financial Report as of May 31, 2019  
C. Debt Service Fund Financial Report as of May 31, 2019  
D. Bank Account Report as of May 31, 2019  
E. Authorization of banks and credit unions  
F. Chemical Bank – 6/21/19 Fraud and Positive Pay  
G. Architectural Hardware – Key Card / Lock Down Wireless Door Locks  

10. COMMITTEE REPORTS  
A. Finance  
B. Building and Grounds  
C. Planning  
D. Policy  
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 FY 2019/2020 Board of Trustees’ meeting schedule)
   A. Tuesday, August 6, 2019, 4:30 p.m., LDL Program Room B
   B. Tuesday, September 3, 2019, 4:30 p.m., LDL Program Room B

16. ADJOURNMENT

A STRATEGIC PLANNING SESSION WILL IMMEDIATELY FOLLOW THE BOARD MEETING.
FOOD WILL BE PROVIDED FROM ARDELLI’S.