



Loutit District Library

Expanding Horizons, Enriching Minds

BOARD OF TRUSTEES ANNUAL MEETING

Date: Tuesday, July 9, 2019

Time: 4:30 p.m.

Place: Loutit District Library Program Room B

AGENDA

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 | Vredeveld 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 Page 32
- C. Consideration of a motion to approve the following job description as discussed at the Personnel Committee meeting of May 14, 2019: Pages 33-35
 - 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 Page 36
- E. Consideration of a motion to discuss Conflict of Interest Disclosure form Pages 37-39

9. TREASURER'S REPORT

- A. General Fund Financial Report as of May 31, 2019 Pages 40-44
- B. Maintenance Fund Financial Report as of May 31, 2019 Pages 45-46
- C. Debt Service Fund Financial Report as of May 31, 2019 Pages 47-50
- D. Bank Account Report as of May 31, 2019 Page 51
- E. Authorization of banks and credit unions Pages 52-53
- F. Chemical Bank – 6/21/19 Fraud and Positive Pay Pages 54-55
- G. Architectural Hardware – Key Card / Lock Down Wireless Door Locks Pages 56-58

10. COMMITTEE REPORTS

- A. Finance
- B. Building and Grounds
- C. Planning
- D. Policy
- E. Personnel

11. DIRECTOR'S REPORT

Pages 59-61

12. PRESIDENT'S REPORT

- A. Board Member's Committee Assignments

Page 62

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.**