



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, May 3, 2022

Time: 5:30 p.m.

Place: Loutit District Library, Program Room B

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. STAFF PRESENTATION – ALLISON BOYER, YOUTH SERVICES UPDATE

4. APPROVAL OF CONSENT AGENDA

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| A. Approve the April 12, 2022 regular meeting minutes | Pages 3-6 |
| B. Approve March 2022 invoice payments in the amount of \$193,476.23 | Pages 7-8 |
| C. Approve General Fund Budget Amendment #2 with an expenditure increase of \$39,800 | Page 9 |
| D. Approve Maintenance Fund Budget Amendment #1 with an expenditure increase of \$50 | Page 10 |

5. PUBLIC COMMENT

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

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| A. Transition of Library Director Job Duties | Page 11 |
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8. NEW BUSINESS

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| A. Consideration of a motion to approve revisions to the following job descriptions as recommended by the Personnel Committee: | |
| Introductory Memo | Pages 12-13 |
| 1. Executive Director | Pages 14-18 |
| 2. Library Director | Pages 19-23 |
| 3. Community Engagement Librarian | Pages 24-28 |
| 4. Circulation Lead | Pages 29-32 |
| 5. Genealogy Specialist | Pages 33-36 |
| 6. Accountant | Pages 37-39 |
| B. Consideration of a motion to increase working hours for two part-time Reference and Information employees from 28-hours per week to 30-hours per week as recommended by the Personnel Committee | Page 40 |

9. TREASURER’S REPORT

- A. General Fund Financial Report as of March 31, 2022 Pages 41-44
- B. Maintenance Fund Financial Report as of March 31, 2022 Pages 45-46
- C. Debt Service Fund Financial Report as of March 31, 2022 Pages 47-50
- D. Bank Account Report as of March 31, 2022 Page 51

10. COMMITTEE REPORTS

- A. Finance
 - 1. Minutes from the meeting of April 26, 2022 Pages 52-53
- B. Building and Grounds
- C. Executive Committee
 - 1. Minutes from the meeting of April 26, 2022 Pages 54-55
- D. Policy
- E. Personnel
 - 1. Minutes from the meeting of April 27, 2022 Pages 56-57

11. DIRECTOR’S REPORT

Pages 58-66

12. PRESIDENT’S REPORT

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. NEXT REGULAR MEETINGS

- A. Tuesday, June 7, 2022, 5:30 p.m., LDL Program Room B
- B. ANNUAL MEETING, Tuesday, July 5, 2022, 5:30 p.m., LDL Program Room B

16. ADJOURNMENT