



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## BOARD OF TRUSTEES MEETING

Date: Tuesday, October 6, 2020

Time: 4:30 p.m.

Place: **ONLINE ZOOM MEETING DUE TO MICHIGAN EXECUTIVE ORDERS**

Join Zoom Meeting

<https://us02web.zoom.us/j/81161715669?pwd=YkJsZW9yblEhQVBiM2a3hzZkJOdVltQT09>

Meeting ID: 811 6171 5669

Passcode: 194905

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)

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### AGENDA

**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF CONSENT AGENDA**

A. Approve the meeting Minutes of September 1, 2020

Pages 3-6

B. Approve the Check Register for Month of August 2020, in the amount of \$183,050.87

Pages 7-8

**4. PUBLIC COMMENT**

**5. TRUSTEE COMMENT**

**6. UNFINISHED BUSINESS**

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

## **7. NEW BUSINESS**

- A. Consideration of a motion to approve the purchase of a 20 drawer library holds pickup locker for the garage Pages 9-34
- B. Consideration of a motion to amend the Library Reopening Policy, expanding library open hours Pages 35-43
- C. Consideration of a motion to amend the COVID-19 Preparedness and Response Plan Pages 44-49
- D. Consideration of a motion to terminate a contract for HVAC service with Trane and accept a contract for HVAC service with Van Dyken Mechanical Pages 50-74
- E. Consideration of a motion to close the library on Wednesday, November 11 for staff development training Pages 75-76
- F. Consideration of a motion to approve updated bank account authorized signers list, designating John Martin, Sara Derdowski and Michelle Moore as authorized signees on all bank accounts Page 77
- G. Consideration of a motion to approve Van Dyken Mechanical's proposal for chiller refrigerant repairs in the amount of \$6,325 Pages 78-79

## **8. TREASURER'S REPORT**

- A. General Fund Financial Report as of August 31, 2020 Pages 80-83
- B. Maintenance Fund Financial Report as of August 31, 2020 Pages 84-85
- C. Debt Service Fund Financial Report as of August 31, 2020 Pages 86-89
- D. Bank Account Report as of August 31, 2020 Page 90

## **9. COMMITTEE REPORTS**

- A. Finance
- B. Building and Grounds
  - 1. Minutes from the meeting of September 24, 2020 Pages 91-94
- C. Executive Committee
  - 1. Minutes from the meeting of September 29, 2020 Pages 95-98
- D. Policy
- E. Personnel

## **10. DIRECTOR'S REPORT**

Pages 99-101

## **11. PRESIDENT'S REPORT**

## **12. PUBLIC COMMENT**

## **13. TRUSTEE COMMENT**

## **14. NEXT REGULAR MEETINGS**

- A. November 3, 2020, 4:30 p.m., LDL Program Room A
- B. December 1, 2020, 4:30 p.m., LDL Program Room A

## **15. ADJOURNMENT**