



Loutit District Library
Expanding Horizons. Enriching Minds. Engaging
Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, April 11, 2023

Time: 5:30 p.m.

Place: Loutit District Library, Program Room A

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

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|---|-----------|
| A. Approve the regular meeting minutes of March 14, 2023 | Pages 1-4 |
| B. Approve February invoice payments in the amount of \$ 163,113.63 | Pages 5-6 |
| C. Approve March invoice payments in the amount of \$ 182,303.33 | Pages 7-8 |

4. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

5. TREASURER'S REPORT

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|--|-------------|
| A. General Fund Financial Report as of March 31, 2023 | Pages 9-13 |
| B. Maintenance Fund Financial Report as of March 31, 2023 | Pages 14-15 |
| C. Debt Service Fund A Financial Report as of March 31, 2023 | Pages 16-17 |
| D. Debt Service Fund B Financial Report as of March 31, 2023 | Pages 18-19 |
| E. Bank Account Report as of March 31, 2023 | Page 20 |
| F. Discuss changes to financial reports | |
| G. US Bank Bond Balances and payments schedule | Pages 21-22 |
| H. February finance reports attached | Pages 23-34 |
| I. Update on LDL to City transition | |

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

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|-------------------------|-------------|
| A. Memorial Envelopes | |
| B. McDonald's Sculpture | Pages 35-37 |

8. NEW BUSINESS

- A. Consideration of a motion to approve hiring 4 part-time janitorial staff and purchase equipment & supplies to replace janitorial contract with Zervas that ends in June. Pages 38-42
- B. Consideration of a motion to move forward with the Brooks Media Center project using Library Design Associates as the project manager, which a cost estimate of \$60,000 - \$75,000, some of which will be covered by donations. Pages 43-44
- C. Consideration of a motion to approve Peters to apply to the Community Foundation to release the Brooks donation up to the amount of \$41,000 to put toward the cost of the Brooks Median Center and for Peters to request funding from the Community Foundation for the remainder of the project cost. Page 45
- D. Consideration of a motion to approve the annual maintenance projects for 2023 and 2024 as recommended in the WJE Assessment. Pages 46-47
- E. Consideration of a motion to approve new Assistant Director Harrison to receive same MERS DC benefit package as Executive Director Peters.
- F. Consideration of a motion to approve form change for materials challenge Pages 48-49
- G. Consideration of motion for two staffing changes if approved by Personnel Committee Pages 50-58

10. COMMITTEE REPORTS

- A. Building and Grounds Committee
 - 1. Minutes from the meeting of March 21, 2023 Page 59
- B. Executive Committee
 - 1. Minutes from the meeting of March 28, 2023 Pages 60-62
- C. Finance
 - 1. Minutes from the joint Finance/Personnel Committee meeting of March 10, 2023 Page 63
- D. Personnel
 - 1. Meeting April 11, 2023
- E. Policy

11. DIRECTOR'S REPORT

Pages 64-73

12. PRESIDENT'S REPORT

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. UNION BARGAINING COMMITTEE (closed session)

16. NEXT REGULAR MEETINGS

- A. Board Meeting: May 9, 2023, 5:30 p.m.
- B. Executive Committee Meeting: April 25, 2023, 5:00 p.m.

17. ADJOURNMENT

Loutit District Library

Board of Trustees

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.