



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, June 13, 2023

Time: 5:30 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. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY MILLAGE RATES

Pages 1-3

- A. Open
- B. Discussion
- C. Close

4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY BUDGET

Pages 4-8

- A. Open
- B. Discussion
- C. Close

5. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of May 9, 2023
- B. Approve May invoice payments in the amount of \$ 83,835.51
- C. Approve the following Purchase Orders for FY 2023/24: \$587,488
(some are contracts attached as 5-C)

Pages 9-13

Pages 14-15

Pages 16-46

PO	Name	Amount
2350	Priority Health for FY 2023/24 Insurance Premiums	\$113,000.00
2351	Lakeland Library Cooperative Services FY 2023/24	\$30,000.00
2352	City of Grand Haven Finance & HR Services FY 2023/24	\$55,000.00
2353	Vredeveld Haefner LLC for June 30, 2023, Auditing Services	\$9,000.00
2354	MCLS for Overdrive FY 2023/24 for E-Books	\$27,800.00
2355	Overdrive Advantage E-Books FY 2023/24	\$36,000.00
2356	BHS Insurance for Property & Liability Insurance FY 2023/24	\$13,150.00
2357	GHAPS Technology Services FY 2023/24	\$56,000.00
2358	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$10,500.00
2359	Howard Miller Library – Zeeland School District	\$43,500.00

2360	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2023/24	\$17,013.00
2361	Michigan Gas Utilities FY 2023/24	\$19,000.00
2362	City of Grand Haven Board of Light & Power FY 2023/24	\$75,000.00
2363	OASD Broadband Internet	\$ 1,400.00
2364	Hoopla Electronic Database FY 2023/24	\$20,000.00
2365	Office Machines Company (Copying Charges) FY 2023/24	\$ 1,875.00
2366	Envisionware Service and Software Licensing FY 2023/24	\$ 9,250.00
2367	Foster Swift Collins & Smith PC Legal Services FY 2023/24	\$5,500.00
2368	Kanopy, LLC Electronic Database FY 2023/24	\$6,000.00
2369	Delta Dental for FY 2023/24 Insurance Premiums	\$15,000.00
2370	T-Mobile Hotspots – FY 2023/24	\$8,000.00
2371	Van Dyken Mechanical for HVAC Services – FY 2023/24	\$8,000.00
2372	City of Grand Haven – Water Utilities FY 2023/24	\$7,500.00

6. 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.

7. TREASURER’S REPORT

A. General Fund Financial Report as of May 31, 2023	Pages 47-49
B. Maintenance Fund Financial Report as of May 31, 2023	Page 50
C. Debt Service Fund A Financial Report as of May 31, 2023	Page 51
D. Debt Service Fund B Financial Report as of May 31, 2023	Page 52
E. Bank Account Report as of May 31, 2023	Pages 53-57
F. Update on LDL to City transition	

8. TRUSTEE COMMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS (Budget Summary)

Pages 58-84

- A. Consideration of a motion to approve a resolution to set the 2023 property tax levy for operating purposes at .9523 mill and to set the 2023 property tax levy for debt retirement purposes at .1150 mill Page 85

- B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2023-2024 Fiscal Year and to appropriate funds for said purposes, as follows: Pages 86-87

	Revenue	Expenditure
General Fund	2,934,119	3,092,005
Maintenance Fund	10,000	80,000
Debt Service A Fund	297,515	258,200
Debt Service B Fund	326,600	326,600

- C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library’s health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library’s Personnel Policy:
 - Family Coverage \$1,000
 - Double Coverage \$750
 - Single Coverage \$500
 These payments are distributed bi-weekly as part of the employee’s pay.

11. COMMITTEE REPORTS

Building and Grounds Committee	
Executive Committee	
Minutes from the meeting of May 30, 2023	Page 88
Finance	
Personnel	
Policy	

12. DIRECTOR’S REPORT Pages 89-92

13. PRESIDENT’S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. UNION BARGAINING COMMITTEE

17. Executive Director’s Evaluation (closed session)

18. NEXT REGULAR MEETINGS

- Board Meeting: July 11, 2023, 5:30 p.m.
- Executive Committee Meeting: June 27, 2023, 5:00 p.m.

19. 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.