



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

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, October 10, 2023

Time: 5:00 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. APPROVAL OF CONSENT AGENDA**

- |   |           |
|---|-----------|
| A. Approve the regular meeting minutes of September 19, 2023        | Pages 1-4 |
| B. Approve the closed session minutes of August 08, 2023            | Attached  |
| C. Approve the closed session minutes of September 19, 2023         | Attached  |
| D. Approve September invoice payments in the amount of \$ 56,557.53 |           |

**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**

- |   |             |
|---|-------------|
| A. Balance Sheet Reports as of September 30, 2023           | Pages 5-9   |
| B. Revenue and Expenditure Reports as of September 30, 2023 | Pages 10-15 |
| C. Cash Summary Reports as of September 30, 2023            | Page 16     |
| D. Check Register as of September 30, 2023                  | Pages 17-18 |

**6. TRUSTEE COMMENT**

**7. UNFINISHED BUSINESS**

- |  |             |
|--|-------------|
| A. Review approved/amended cell phone policy | Pages 19-20 |
| B. Motion to approve janitorial expenses     | Pages 21-22 |

**8. NEW BUSINESS**

- |   |             |
|---|-------------|
| A. Motion to close library on Friday, January 20, 2024 to assemble Smithsonian exhibit      |             |
| B. Motion to approve 2023-24 Closure calendar, including in-service days 11/10/23 & 2/19/24 | Page 23     |
| C. Motion to approve updated Meeting Room Policy  | Pages 24-29 |
| D. Motion to approve annual maintenance expenses as recommended by WJE                      |             |
| E. Review Audit for 2022-23   | Attached    |

**9. COMMITTEE REPORTS**

A. Building and Grounds Committee

1. Minutes from the October 4, 2023 meeting

Pages 30

B. Finance Committee

1. Minutes from the October 3, 2023 Finance Committee

Pages 31

C. Personnel

D. Policy

**10. DIRECTOR'S REPORT**

Pages 32-33

**11. PRESIDENT'S REPORT**

- A. Millage Exploratory Committee

**12. PUBLIC COMMENT**

**13. TRUSTEE COMMENT**

**14. NEXT REGULAR MEETINGS**

Board Meeting: November 14, 2023 at 5:00 p.m.

**15. 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.