



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 13, 2024**

1. **The meeting was called to order at 5:00 p.m. in Program Room B by President Brooks.**

Board members present: Mary Jane Belter, Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

Library Staff present: Anne Harrison, Ellen Peters, Elizabeth Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public: None

2. **APPROVAL OF AGENDA**

- 24-04 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.**

Discussion:

Add item 8D: Sunday hours

Remove item 8C

Sunday hours become 8C

3. **APPROVAL OF CONSENT AGENDA**

- 24-05 Motion by Lannon, second by Menerick, to approve the consent agenda. The motion carried 8-0.**

Discussion: Item B should read: Approval of the January 2024 invoice payments.

- A. Approve the regular meeting minutes of January 31, 2024
- B. Approve December invoice payments in the amount of \$75,723.97

4. **PUBLIC COMMENT - none**

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of January 31, 2024
- B. Revenue and Expenditure Reports as of January 31, 2024
- C. Cash Summary Reports as of January 31, 2024
- D. Check Register as of January 31, 2024
- E. Ten-year plan

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: Greene said they are working on the budget for FY 24-25. We are finished going over any revisions for this year. A good dual-control process was set up.

Ten-Year Plan:

Collins asked how the plan treated the proposed millage and Headley override. Greene replied that it was not factored in since it had not been voted on and approved. Collins asked what the line item 'Donations – Envisionware' was referring to. Donations are for printing because we no longer charge for patrons to print or copy documents. In reference to page 19 – MERS – these numbers were based on 22-23 and using those numbers going forward. Paying in an additional amount – won't see that impact until we get the numbers later.

6. TRUSTEE COMMENT

Belter mentioned that at the January board meeting, there was a discussion of scheduling a Building and Grounds Committee meeting and then scheduling a Finance Committee meeting. Where are things with Policy? Peters replied that we will discuss this when we get to the section on committee reports.

Lannon expressed positive comments on the Kindness Month donation video.

Rusco commented about her daughter moving to California and how she misses the connection to the library like she had here. Menerick thought the Smithsonian event was well organized. It was nice to see the Tri-Cities connections. She suggested we continue to feature the local businesses/industry somehow in future events.

7. UNFINISHED BUSINESS

A. Waanders family and the proposed maker space update

Discussion:

All 6 of the children were here at the Smithsonian exhibit opening; they are excited about funding a project. Peter Waanders has taken over the project. He has given Ellen info to complete including information on the plan, audience, plans for programming, future needs, sustained funding, etc.

8. NEW BUSINESS

A. Request for a motion to approve boiler repair (invoice attached) in the amount of \$6,707.83.

24-06 Motion by Belter, second by Rusco, to approve the invoice in the amount of \$6707.83 for the repair of the boiler. The motion carried 8-0.

Discussion:

Menerick talked about boiler maintenance. Harrison discussed the issues that were addressed. Peters mentioned that the boiler replacement had actually been scheduled for this year, so this is a much cheaper option.

B. Request to approve overage to cover Brooks Media Center (updated proposal attached)

Motion by Menerick, second by Belter, to approve the overage for the Brooks Media Center. The motion was withdrawn because of changing information in the bids and questions about whether the discounts had been applied.

Discussion:

Peters said we have a \$70,000 total investment from Brooks and GHACF. The designer did not include some numbers in the original proposal. Overage will be about \$23,000 and may run higher. We will not use the company again with the issues, delays, and incomplete information, particularly for the maker

space. Menerick suggested we give them one more meeting and have the Building and Grounds Committee present. Peters said we will use WJE for future work. Brooks said they previously offered a discount. Peters will check and see if the discount is included in the final numbers. The money for overages will come from the capital improvement fund. Peters said we have not purchased the record players, etc. There was question if we have addressed the issues.

C. Sunday hours:

Peters said the staff is asking about Sunday hours. In the past, Sunday hours were dropped for the summer. Peters said we had added Sunday hours to make up for the decrease in Saturday hours. She was okay with trying Sunday hours this summer. Currently, Sunday hours are busy and popular. Peters feels there might be some issues with the addition of summer Sunday hours. Would we return to increased Saturday hours if we did away with Sunday hours? Would this present a staffing issue when implementing Sunday hours if there is an increase in use during the week during the summer? Collins asked if the operating hours were part of the union contract. No. The library board approves operating hours. The board's consensus is to try it to see the usage with summer Sunday hours. It was questioned if the library staff contracts were on the website and if they needed to be on the website.

9. COMMITTEE REPORTS

A. Millage Exploratory Committee - Meeting 02/08/2024 update

Belter expressed concern with the museum millage on the ballot. Concern that the LDL already has two millages that show up on tax bills. The committee is named the "Love Your Library Committee." The treasurer is Sheila Reinecke. Collins asked if there needed to be a P.O. box. The committee needs to open a bank account for the funds. There was discussion of either an August or a November election. We will stay with August. The language has been sent to the attorney. The attorney gave advice on how to write the language. Regarding Headley: the wording would appear to be asking for a full levy, not the 'override of the Headley limitations. After a discussion of whether or not to go for an additional millage or go for the full original millage (Headly override) and an additional millage amount, there was no decision. Peters will have the attorney draft the language for both ballot proposals: the Headley override and the supplemental millage. The board will approve this at the March meeting, and then the board secretary submits the language to the county clerk.

B. Building and Grounds Committee - No business

C. Finance - No business

D. Personnel - No business

E. Policy - No business

There was discussion of why we wanted a Building and Grounds meeting. Menerick said it was to discuss ideas for possible solar panels. The Finance and Personnel Committees will meet soon; we are still working on the budget. Policy: The staff doesn't have policies ready to address.

10. DIRECTOR'S REPORT

Peters reviewed items in the report. She expressed an interest in attending the ALA in June in San Diego. There is money in professional development. Brooks thinks this is a good idea to attend. Peters said she will ask Emily to add a line item in the budget for trustee training. Brooks pointed out that regarding the Library of Michigan report, Lisa's name is missing. Rusco commented on patron usage on the heat map.

11. **PRESIDENT'S REPORT** - No Report

12. **PUBLIC COMMENT** - None

13. **TRUSTEE COMMENT** -

Lannon asked if anyone elected not to join the union. Yes.

Lannon asked if the repeal of the right to work would mean that they all have to join. Peters will check on this. Question if this affects government/public employees. Peters will check on this.

Need to have a majority for the March 12 meeting to approve the millage language; Longstreet will not be at the March meeting. The March meeting will also include an update on the pending legal action from the attorney.

Menerick asked if we could have a library booth at the Earth Day celebration in April.

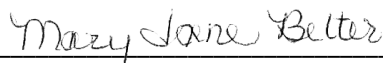
Collins asked that there be consideration from the board as to how we run our board meetings. Can we do a report first and then have a motion based on the information received. Longstreet concurred. The question was raised as to the process as outlined in Roberts Rules of Order. Peters will check with Roberts Rules of Order.

14. **NEXT REGULAR MEETINGS**

Board Meeting: March 12, 2024 at 5:00 p.m.


15. **ADJOURNMENT**

The meeting adjourned at 6:59 p.m.


Secretary

Mary Jane Belter

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant


President

Burton Brooks