



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 9, 2024**

1. **The meeting was called to order at 5:05 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

Board members absent:

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

City of Grand Haven Staff present: Emily Greene

Members of the Public: Roz Mayberry at 6:05 p.m.

2. **APPROVAL OF AGENDA**

24-12 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

24-13 Motion by Menerick, seconded by Lannon, to approve the consent agenda. The motion carried 8-0.
Discussion: None

- A. Approve the regular meeting minutes of March 12, 2024
- B. Approve Special Meeting minutes of March 19, 2024
- C. Approve Closed Session Minutes of March 19, 2024
- D. Approve December invoice payments in the amount of \$63,275.67

4. **PUBLIC COMMENT - None**

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of March 31, 2024
- B. Revenue and Expenditure Reports as of March 31, 2024
- C. Cash Summary Reports as of March 31, 2024
- D. Check Register as of March 31, 2024
- E. Fund Balance
- F. MERS accrued liability pay down

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: We are working on the FY 2024-2025 budget proposal. We will meet with the Finance Committee and discuss the budget proposal at the May board meeting.

Fund balance:

- This will be moot if the millage passes; this should be a goal, not a policy.
- Collins: Question why Capital Improvements (pg 15) is only at 8.46% of the budget line item. This was because the chiller did not have to be replaced. There will be other expenditures from that account. Only the interest from that account can be used for other purposes.
- The question of the overage of the budget line item for professional development was discussed.
- A portion of the overage is attributed to the attendance at the ALA conference in California.
- The discussion continued during Trustee Comments.

6. TRUSTEE COMMENT

- DeWitt was contacted by Robinson Twp supervisor, Frank Johnson, expressing his view that the money should not be spent on the conference, especially since the LDL is going for a millage. Johnson also related that the Robinson Twp board is against the conference attendance.
- Dewitt was told to vote against the attendance at the ALA conference.
- Rusco commented on the importance of conference attendance. She is committed to getting our money's worth, talked about the value, knows the value, opportunities, etc.
- Lannon commented on the value of conference attendance.
- Brooks commented that we need to increase the professional development budget line item during budget work.
- Collins commented that she has watched some of the webinars put on by the Library of Michigan. It is often stressed that a library board does not take specific directions from governmental units.
- Peters will meet with Johnson. She also plans to meet with Bill Cargo of GHT and Craig Bessinger of Ferrysburg. This has been done in the past to review the annual report.
- Brooks reiterated that we are an autonomous board.

7. UNFINISHED BUSINESS

A. Update on progress of Brooks Media Center

- Everyone is meeting on Thursday to finalize the plan for the media center. Everything is to arrive within the next couple of weeks.
- Collins asked if the library would be closed during the reconfiguration. Peters said we would do the moves after hours during the week and on Saturday. There is extra money that could be used for moving the stacks.
- Belter stressed that if moving large objects needs to be done, this should be hired out to avoid any issues, etc., for staff.
- Peters needs to submit her report to the GHACF. She will email the board with the new timeline and set up a ribbon-cutting event.

B. Update on millage

Paperwork was taken to the county clerk's office. A P.O. box is in place, and a bank account is established.

C. MS Office 365 Update

- All staff has been switched over, and the board will be changed over tonight. Don't log in until tomorrow morning.
- There are more services with MS vs Google, and it is less expensive.

- Brooks asked if all current emails would remain. Harrison confirmed that they would be.
- There was a question about any issues with Apple products. Harrison said the staff has had no issues.

D. Discuss possible amendments to bylaws related to board meetings

- Brooks: The inclusion of the KDL packet was helpful to see another format for handling the agenda and agenda items.
- Rusco: Could we start a new format on a trial usage? Perhaps keep a handle on discussions so the meeting does not go too long.
- Brooks asked what the next steps would be.
- Collins discussed several things: having the bylaws specify the agenda format is unusual. Remove the agenda format from the bylaws. Remove section 5. Add a section regarding the consent agenda and how it can be used.
- There was a discussion to refer this to the policy committee to review and update the bylaws.
- Rusco: have the board make a decision about the process of discussing agenda items and making a motion.
- Belter read the section of the bylaws pertaining to amending the bylaws: language is presented in writing to the board, action is taken at the following meeting. With that timeline, the amendment will be presented in writing at the May meeting, voted on at the June meeting
- Nancy Collins will put the proposed amendment in writing.

E. Waanders Family donation

Peters: Ross looked at infrastructure needs. Staff has another firm coming in and looking at the space, she will bring the info to the board at the May meeting, will send the information to Peter Wanders following staff and board review.

8. NEW BUSINESS - None

9. COMMITTEE REPORTS

A. Millage Exploratory Committee -

The bank account is open and registered with the county; everything is moving along. We are currently trying to raise money. Peters discussed the millage proposal with the Dusty Dozen during their meeting at the library. John Martin is on the committee. We will benefit from his contacts. Longstreet: There will be a good mailer in July; Frank Kennedy is working on signage using Bob Moneta's sign wires.

B. Building and Grounds Committee - No business

C. Finance – No business; Meeting scheduled for April 16, 4 p.m.

D. Personnel - No business

E. Policy – No business

10. DIRECTOR'S REPORT

- Written report included. Some programming highlights were discussed.
- Brooks had contacted Peters about a new donation: \$22,000 to the microfilm project for microfilming the GH Tribune; he wants the board to be updated on this progress.
- The Tribune will not be doing this.
- **Brooks Trib MFilm Project:** The proposal from Burton Brooks: "I would like to offer the Loutit District Library \$22,400 via the Grand Haven Area Community Foundation to be used exclusively

for the LDL's Grand Haven Tribune microfilm collection expenses. It is my understanding that there are a number of things that need to be done to bring the Tribune microfilm collection up-to-date. I request that the grant be named the BrooksTribMFIlm (project) with its activities being reported to the LDL Board."

- Collins commented on the recognition of the Friends of the Library and the operation of Cheap Stacks and the work and value it brings/contributes to the LDL.
- Many library projects and events are funded in part by CheapStacks. Peters commented that she spent time working in CheapStacks and talking with the volunteers.

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

12. **PUBLIC COMMENT** - None

13. **TRUSTEE COMMENT** - DeWitt asked how many volunteers assist with Cheap Stacks

14. **NEXT REGULAR MEETINGS**

Board Meeting: May 14, 2024 at 5:00 p.m.

15. **ADJOURNMENT**

The meeting adjourned at 6:44 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant