



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 11, 2024**

1. **The meeting was called to order at 5:01 p.m. in Program Room B by President Brooks.**

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

Board members absent: Marc Longstreet

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**

24-18 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 7-0.
Discussion: None

3. **PUBLIC HEARING: PROPOSED FISCAL YEAR 2024-2025 LIBRARY MILLAGE RATES**

24-19 Motion by Menerick, seconded by Lannon, to open the public hearing on the FY 2024-2025 library millage rate. The motion carried 7-0.

Roll call vote:

Belter -y
Brooks -y
Collins -y
DeWitt -y
Lannon -y
Longstreet - absent
Menerick -y
Rusco -y

The hearing opened at: 5:02 p.m.

24-20 Motion by Menerick, seconded by Lannon, to close the public hearing on the FY 2024-2025 library millage rate. The motion carried 7-0.

Roll call vote:

Belter -y
Brooks -y
Collins -y
DeWitt -y
Lannon -y

Longstreet - absent
Menerick -y
Rusco -y

The hearing closed at: 5:09 p.m.

4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2024-2025 LIBRARY BUDGET

24-21 Motion by Lannon, seconded by DeWitt, to open the public hearing on the FY 2024-2025 library budget. The motion carried 7-0.

Roll call vote:

Belter -y
Brooks -y
Collins -y
DeWitt -y
Lannon -y
Longstreet - absent
Menerick -y
Rusco -y

The hearing opened at: 5:10 p.m.

Discussion:

- Emily Greene, City of Grand Haven financial department, reviewed the budget. Will be drawing on the fund balance. This would not be necessary if we did not have the bond payments.
- Collins – definition of a full-time employee (fte) is 40 hours. 32 hours for benefits, if the work over 1560 hours per year. Payments to MERS – 2% going to surplus payments.
- There was discussion of the DDA capture.

24-22 Motion by Belter, seconded by Lannon, to close the public hearing on the FY 2024-2025 library budget. The motion carried 7-0.

Roll call vote:

Belter -y
Brooks -y
Collins -y
DeWitt -y
Lannon -y
Longstreet - absent
Menerick -y
Rusco -y

The hearing closed at: 5:29 p.m.

5. APPROVAL OF CONSENT AGENDA

24-23 Motion by Menerick, seconded by DeWitt, to approve the consent agenda. The motion carried 7-0.

- A. Approve the regular meeting minutes of May 14, 2024
- B. Approve May invoice payments in the amount of \$ 90,881.54
- C. Approve the following Purchase Orders for FY 2024-25: \$ 649,553.00

| PO | Name | Amount |
|-----------|--|---------------|
| 2450 | Priority Health for FY 2024/25 Insurance Premiums | \$137,653.00 |
| 2451 | Lakeland Library Cooperative Services FY 2024/25 | \$25,000.00 |
| 2452 | City of Grand Haven Finance, BS&A, & HR Services FY 2024/25 | \$62,932.00 |
| 2453 | Vredeveld Haefner LLC for June 30, 2023, Auditing Services | \$7,250.00 |
| 2454 | MCLS for Overdrive FY 2024/25 for E-Books | \$30,900.00 |
| 2455 | Overdrive Advantage E-Books FY 2024/25 | \$36,000.00 |
| 2456 | BHS Insurance for Property & Liability Insurance FY 2024/25 | \$18,410.00 |
| 2457 | GHAPS Technology Services FY 2024/25 | \$56,000.00 |
| 2458 | Spring Lake District Library – Share of Ferrysburg Penal Fines | \$12,000.00 |
| 2459 | Howard Miller Library – Zeeland School District | \$46,100.00 |
| 2460 | Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2024/25 | \$17,013.00 |
| 2461 | Michigan Gas Utilities FY 2024/25 | \$14,000.00 |
| 2462 | City of Grand Haven Board of Light & Power FY 2024/25 | \$75,000.00 |
| 2463 | OAISD Broadband Internet | \$ 1,400.00 |
| 2464 | Hoopla Electronic Database FY 2024/25 | \$38,000.00 |
| 2465 | Office Machines Company (Copying Charges) FY 2024/25 | \$ 3,000.00 |
| 2466 | Envisionware Service and Software Licensing FY 2024/25 | \$ 9,250.00 |
| 2467 | Foster Swift Collins & Smith PC Legal Services FY 2024/25 | \$7,500.00 |
| 2468 | Kanopy, LLC Electronic Database FY 2024/25 | \$6,000.00 |
| 2469 | Delta Dental for FY 2024/25 Insurance Premiums | \$14,500.00 |
| 2470 | Verizon Wireless FY2024-25 | \$ 5,650.00 |
| 2471 | Hotspots and Data – FY 2024/25 | \$8,900.00 |
| 2472 | Van Dyken Mechanical for HVAC Services – FY 2024/25 | \$8,000.00 |
| 2473 | City of Grand Haven – Water Utilities FY 2024/25 | \$7,500.00 |

Discussion:

- There was discussion of consent agenda items.
- Consent agenda items include yearly contract items.
- Lannon: At the May meeting, there was a question about joining the City of GH insurance pool. Our agent is discussing this with the city’s agent. The city uses the calendar year; we use a FY.
- DeWitt: Legal Services – Do we pay that and when hours are used, and are we billed the overage?

6. PUBLIC COMMENT - None

7. TREASURER’S REPORT

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

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: Our audit is scheduled for August.

8. TRUSTEE COMMENT

- Rusco appreciates the Sunday hours, other libraries do not have that. Patron usage varies.
- Rusco will be absent from the July meeting. She would be happy to continue as VP. She is on the Personnel and Building and Grounds Committees and will remain on those committees unless someone wants the assignments.
- Menerick thanked the staff for the window coverings on the lower-level room. Using those as small group meeting rooms.
- Menerick thanked Peters and Harrison for the chairs in the new Brooks Media Center; the work of the library staff for all of their work in the creation of and move into the new area. Not in favor of the firm that designed some of the pieces, should be matched with the other library décor. Will there be a hanging piece/panel to separate the area? Not at this time.
- Menerick mentioned the garden club's garden walk.
- Commented on the cost of the landscape services. Questioned the cost since we did not have snowplowing this past winter. Harrison talked to Marty Lidacis about this; he commented that this did not seem high to him.
- Menerick talked to the OC deputy who oversees Ferrysburg, talked about the library receiving penal fines, speed bumps on North Shore Drive.
- Belter asked if the GHACF was invited to the opening of the media center. Brooks said Holly Cole of GHACF was present.

9. UNFINISHED BUSINESS

A. Update on progress of Brooks Media Center

- Items remaining: tele-health center; tech; electrical for the computers, people to plug in their laptops. Eliza Smyka and Katie Alphennar worked on the décor and organization. Marty worked on much of the physical set-up. Kerry FitzGerald is finishing up cataloging.

B. Update on millage: talking points and marketing/community engagement plans

- Mailer going out the third week of June, talks about the Headley constraints, plans
- Doing ads on the radio, bookmarks – millage factual sheet
- Committee has ordered the yard signs

10. NEW BUSINESS

A. Consideration of a motion to approve a resolution to set the 2024 property tax levy for operating purposes at .9410 mill and to set the 2024 property tax levy for debt retirement purposes at .1150 mill.

24-24 Motion by Belter, seconded by Lannon. The motion carried 7-0.

Roll call vote:

Belter -y
 Brooks -y
 Collins -y
 DeWitt -y
 Lannon -y
 Longstreet - absent
 Menerick -y
 Rusco -y

B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2024-2025 Fiscal Year and to appropriate funds for said purposes, as follows:

| | Revenue | Expenditure |
|---------------------|------------------|-------------|
| General Fund | 3,046,794 | 3,291,143 |
| Maintenance Fund | 12,000 projected | 80,000 |
| Debt Service A Fund | 302,500 | 256,300 |
| Debt Service B Fund | 327,900 | 327,900 |

24-25 Motion by Belter, seconded by Menerick. The motion carried 7-0.

Roll call vote:

- Belter -y
- Brooks -y
- Collins -y
- DeWitt -y
- Lannon -y
- Longstreet - absent
- Menerick -y
- Rusco -y

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.

24-26 Motion by Belter, seconded by Collins. The motion carried 7-0.

D. Discuss possible unpaid closure of Coast Guard Sunday

- A question came up we pay for Friday and Saturday. Staff are asking if they have to come in on that Sunday. In previous years the library has been closed on Sundays during the summer.
- Rusco comments that makes sense to close
- Collins asked if Peters had a recommendation? Many have made plans. It would be unpaid.
- Some staff offered to come in to help with returns.
- Library will be closed, optional if someone wants to come in and work.
- Consensus of the board to proceed with closed, if staff wants to work, they can.
- Belter raised the question of what happens on the Sunday before Labor Day. Further discussion at an upcoming board meeting.

E. Discuss commercial insurance renewal:

- BHS agent is shopping for alternative plans for LDL. Motion requested to authorize Peters to approve possible change in policies for FY 2024-25.

24-27 Motion by Belter, seconded by DeWitt, to authorize LDL Director Ellen Peters to proceed with contracting commercial insurance coverage for the LDL for FY 2024-2025. The motion carried 7-0.

Discussion:

- Menerick: does this cover lost library items?
- Peters: works this out with the patron – replacement, etc. There is replacement coverage for the hot spots.
- Items are inventoried, equipment inventory is updated.

F. Determine Board of Trustee Officers for FY 2024-2025

- Rusco will be absent for the July board meeting. She indicated that she would serve as VP if no one else was interested
- Rusco – delay discussion because of time

11. COMMITTEE REPORTS

- A. Millage Exploratory Committee** – No business
- B. Building and Grounds Committee** - No business
- C. Finance** – No Business
- D. Personnel** - No business
- E. Policy** – No business

12. DIRECTOR'S REPORT

- Reviewed by Peters. Discussed the Maker's Space
- Cost would be around \$200,000 with the work involved – Ross' contractor.
- Had another cost estimate.
- Ellen had hoped to present to the board tonight.

13. PRESIDENT'S REPORT - Thanked everyone for their support and interest in the Brooks Media Center. An employee gave 167 records which fills in the music genre gap.

14. PUBLIC COMMENT - None

15. TRUSTEE COMMENT

- Menerick: PSAs for the millage. Is the committee paying for the advertising that is being done on the radio. Committee has checked on this.
- Menerick: suggested having the Brooks Media Center featured on 8 West
- Menerick: suggestion for giving away free books (she talked to Yvonne Olmsted and there are some in CheapStacks) give away at the Farmers Market. Perhaps video this and put on the library's FB page.

16. NEXT REGULAR MEETINGS

Board Meeting: July 9, 2024 at 5:00 p.m.

17. ADJOURNMENT

The meeting adjourned at 6:51 p.m.

Mary Jane Belter

Burton H Brooks

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant