



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

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 9, 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

Board members absent: Cathy Rusco

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

City of Grand Haven Staff present: Emily Greene

Members of the Public: Frank Kennedy

2. **APPROVAL OF AGENDA**

24-28 Motion by Lannon, seconded by DeWitt, to approve the agenda. The motion carried 7-0.

Discussion:

Peters: add discussion of future newsletter mailing to the agenda. New Business item F

3. **APPROVAL OF CONSENT AGENDA**

24-29 Motion by Belter, seconded by Lannon, to approve the consent agenda. The motion carried 7-0.

Discussion: Brooks – page 4 – Brooks said Holly Cole of the GHACF was present

- A. Approve the regular meeting minutes of June 11, 2024
- B. Approve May invoice payments in the amount of \$ 165,407.12

4. **PUBLIC COMMENT** - Frank Kennedy offered positive comments about the library.

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of June 30, 2024
- B. Revenue and Expenditure Reports as of June 30, 2024
- C. Cash Summary Reports as of June 30, 2024
- D. Check Register as of June 30, 2024
- E. Audit Questionnaire for Management

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: The financials are for the period ending June 30, so they are preliminary. The August meeting information will have an updated version of the June 2024 financials. There are some items that need to be posted. The library audit is on August 12. A pre-audit was completed last week.

- Collins: page 16 – general fund expenditures.
- Greene: difference between amended budget and the activity. This will change with more income and expenditure items coming in

- Belter asked about the DDA district map on the city website which does not show the LDL as being part of the DDA.
- Greene will check on this.

6. TRUSTEE COMMENT

- Collins thanked Smyka for finding a way to print the board packet double-sided to save paper

7. UNFINISHED BUSINESS

A. Update on progress of Brooks Media Center

- Electrical nearly finished (last step)
- Harrison: all the public computers are out, working on the printing stations. Some issues with Envisionware. Reference desk should be set up and running within a few days. GHAPS tech support has been a great help.
- Lots of positive public comments.
- Brooks commented that it would be nice to get a story in the Tribune.
- Belter commented on the Facebook posts by the various news media, the City of GH, etc.

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

- Post cards mailed, call from MLive for a story, getting calls with questions, doing bookmarks, radio ads are being played.
- Talked to all of the municipalities, talked to the Chamber, Rotary. Another notice before the election, morning of the election – another interview.
- Presentation at the League of Women Voters event
- Organize District 9 is promoting the library millage

8. NEW BUSINESS

A. Commercial insurance renewal

- Same coverage as we had, comparable to what we have
- Collins: Is there director's, officer's, and employee's liability insurance? Peters: yes

B. Election of Board of Trustee Officers for FY2024-2025:

- **President**
- **Vice-President**
- **Treasurer**
- **Secretary**

Nomination for President:

Brooks nominated Caryn Lannon for President. Belter seconded the nomination. Vote: 7-0

Nomination for Vice President:

Belter nominated Cathy Rusco...Lannon commented that Rusco wants to step back Longstreet nominated Nancy Collins, Menerick seconded the nomination. Vote: 7-0

Nomination for Treasurer:

Menerick nominated Marc Longstreet for treasurer, Dewitt seconded. Vote: 7-0

Nomination for Secretary:

Brooks nominated Belter, Menerick seconded. Vote: 7-0

Lannon assumed the position of president and chaired the meeting.

C. Board President assigns committee members/chairs for FY2024-2025

- Lannon reviewed the committees and Board members are to let her know if interested in serving on particular committees.
- Need a chair for the Personnel Committee.
- As Treasurer, Longstreet will chair the Finance Committee.
- Belter commented on the need to check with the 'public' members of the committees to determine if they wish to continue serving.
- The Committee lists will be reviewed and approved at the August meeting.

24-30 Motion by Belter, second by Menerick, to adopt the meeting schedule for FY 2024-2025. The motion carried 7-0.

D. Makerspace Construction Quotes

- Two firms had their contractors in to review and quote. The two quotes are different in their format, detail and cost estimate. They only include the redo of the space. They do not include the furnishings.
- Peters has been talking with Peter Waanders and he has been following the process. Originally it was thought by staff and Brooks that the family was considering a \$100,000 donation to the project, but cost estimates have come in higher. Info and quotes were sent to the Waanders family.
- Peters will talk to the Waanders family, indicate that we cannot move on anything due to the upcoming millage, future expenses

E. Library Newsletters

- Peters: Discussion of doing a fall newsletter
- Belter suggested waiting until after the millage election so if the millage passes a thank you to the community can be included

24-31 Motion by Brooks, second by Lannon, to continue to do the newsletter quarterly. The motion carried 7-0.

9. 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 – Collins would like to schedule a meeting. The attorney has reviewed the current policies and suggested a number of changes. Collins suggested a standing meeting every fourth Tuesday of the month.

10. DIRECTOR'S REPORT

- Peters briefly reviewed her report

11. PRESIDENT'S REPORT – No report

12. **PUBLIC COMMENT** - Kennedy: thanked the people who put together the fact's webpage for the millage.

13. **TRUSTEE COMMENT**

- Belter thanked Brooks for his service as president.
- Menerick: commented that the Governor's book is out, does the library have copies.
- Collins: thanked previous officers, Lannon for negotiations, etc.

14. **NEXT REGULAR MEETINGS**

Board Meeting: August 13, 2024, at 5:00 p.m.

15. **ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

Secretary
Mary Jane Belter

President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant