



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 8, 2024**

1. **The meeting was called to order at 4:30 p.m. in Program Room B by Caryn Lannon.**

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

Board members absent: None

Library Staff present: Allison Boyer, Kimberly Rice, Anne Harrison, Ellen Peters

City of Grand Haven Staff present: Emily Greene

Members of the Public: Field Reichardt, Sara Schwartz

2. **APPROVAL OF AGENDA**

- 24-40 8-0. Motion by Menerick, second by DeWitt, to approve the amended agenda. The motion carried 8-0.**

Discussion: The agenda was amended to add the evaluation of the Exec Director as item 15 on the agenda.

3. **Vredeveld Haefner, LLC reviews the FY 2023-24 Audit from 4:30 p.m. – 5:00 p.m.**

Discussion: Audit presentation/review by Mike Vredeveld. Questions were asked by board members, answered by Vredeveld.

4. **APPROVAL OF CONSENT AGENDA**

- 24-41 Motion by Brooks, second by Rusco, to approve the consent agenda. The motion carried 8-0.**

- A. Approve the regular meeting minutes of September 10, 2024
- B. Approve May invoice payments in the amount of \$ 110,624.64

5. **PUBLIC COMMENT**

- Field Reichardt – thanked the library for the work on displaying banned books and the information for the public.

6. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of September 30, 2024
- B. Revenue and Expenditure Reports as of September 30, 2024
- C. Cash Summary Reports as of September 30, 2024
- D. Check Register as of September 30, 2024

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: Emily Greene reviewed the financial report. Nothing additional other than the audit. The audit went well; good firm to work with. Plan to address the underfunded liability.

7. TRUSTEE COMMENT

- Menerick: comment about continuing to look at solar, staff and the building and grounds committee. Be pro-active. Even panels over the parking area.
- Harrison: have an assessment in the spring to see where we are with the roof, replacement timeline for the roof and then think about solar
- Lannon: what about panels in the parking lot. Cost difference, maintenance issues.
- Harrison and Marty Lidacis have talked about having the BLP coming in and doing an assessment to see if we have issues within the building contributing to the higher electrical costs.
- Rusco: went to the Manhattan short film festival. Very good!
- Peters responded that the Muskegon District Library will pattern an event like this next year using ours as a model.

8. UNFINISHED BUSINESS

A. Motion to approve Alcohol Use Policy (memo and policy attached)

24-42 Motion by Belter, second by Menerick. The motion carried 7-1 (Brooks).

Discussion: Collins reviewed the policy.

Brooks clarified that his opposition was not a question of the policy, it is a question of serving alcohol in the library.

9. NEW BUSINESS – None

10. COMMITTEE REPORTS

- A. Building and Grounds Committee – No business**
- B. Finance – No business**
- C. Personnel – No business**
- D. Policy – No business – cancel the October Committee meeting**

11. **DIRECTOR'S REPORT**

- Lannon: several students talked about the library activity at the Chowdown Centertown
- Collins: thank you to Ellen for attending the Friends Committee meetings
- Peters: Friends were told they could not have the library staff do something for them. The question could be the use of staff time. One item is additional signage for the Friends bookstore. Staff will work on this.
- The censorship program was very successful.
- Belter: what is the agenda for staff in-service: Pine Rest, verbal de-escalation techniques, tech – Microsoft, emergency procedures, policies.
- Peters: blood drive was very successful.

12. **PRESIDENT'S REPORT** – Thank you to everyone for getting their director's eval done on time. 75% completion by the deadline.

13. **PUBLIC COMMENT**

- Sara Schwartz: attended the censorship meeting. Seeing more coverage in the press about censorship. Supportive of the library and offered support to the staff and board when needed in light of moves to censor materials in the collection. Tactics of those wanting censorship are changing, recently forwarded an article. Positive comments on the Manhattan film festival.
- Reichardt: talked about George Soros and what he did for public libraries in Hungary. That is how they started the anti-communist movement. Libraries provide evolutionary tools for people because they allow people to think.

14. **TRUSTEE COMMENT** – None

24-43 Motion by DeWitt, second by Menerick, to go into closed session for the purpose of director's evaluation at the request of Ellen Peters, Executive Director, Loutit District Library. The motion carried 8-0.

Roll call:

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

Board president Caryn Lannon distributed a copy of the summary of the results of the Executive Director's evaluation. The board and staff leadership team did the evaluation. Menerick said

she and DeWitt reviewed the evaluations together. She thanked Penni DeWitt for assisting her with the evaluation, which was then sent to Lannon.

**24-44 Motion by DeWitt, second by Menerick, to come out of closed session.
The motion carried 8-0.**

Roll call:

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

Closed session concluded at 6:06 p.m.

Review of the monthly planner:

Moving goals (director and library) from August.

15. NEXT REGULAR MEETINGS

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

16. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

Secretary
Mary Jane Belter

President
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant