



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 12, 2024**

1. **The meeting was called to order at 4:00 p.m. in Program Room A by Caryn Lannon.**

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

Library Staff present: Martin Lidacis, Kimberly Rice, Anne Harrison, Ellen Peters, Eliza Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public: None

2. **APPROVAL OF AGENDA**

24-45 Motion by Menerick, second by Brooks, to approve the agenda. The motion carried 8-0.

Discussion: None

3. **BOARD TRAINING WITH MLA LIBRARY LAW CONSULTANT, CLARE MEMBIELA**

Membaliela reviewed staffing with the Library of Michigan and the resources available to public libraries. She reviewed her role as the library law consultant. Discussed things that library trustees should know in their role as a trustee.

24-46 At 5:30 p.m. Motion by DeWitt, second by Rusco, to recess for five minutes. The motion carried 8-0.

24-47 At 5:42 p.m. Motion by Lannon, second by DeWitt, to return from recess. The motion carried 8-0.

4. **APPROVAL OF CONSENT AGENDA**

24-48 Motion by DeWitt, second by Rusco, to approve the consent agenda. The motion carried 8-0.

- A. Approve the regular meeting minutes of October 8, 2024
- B. Approve October invoice payments in the amount of \$ 110,730.83

5. **PUBLIC COMMENT** – None

6. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of October 31, 2024
- B. Revenue and Expenditure Reports as of October 31, 2024
- C. Cash Summary Reports as of October 31, 2024
- D. Check Register as of October 31, 2024
- E. Ten-Year Financial Plan

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: Greene reviewed the financial report.

- Collins: page 23 of 10-year financial plan: 29-30 – why the drop 28-29 – end of the bond payments; that would reflect increase in MERS payments
- Dewitt: how many banks/financial institutions do we deal with: Huntington, Fifth Third has investments, Lake Michigan Credit Union, Michigan Class, GHACF
- In reviewing the 10-year financial plan, Greene stated that she is conservative with income forecasts so the income may be higher

7. **TRUSTEE COMMENT**

- Menerick: regarding the Library of Michigan program (trustee training) Menerick recommends that the books be placed in a board conference room or access space.
- At the Tri City Garden Club meeting, several members of the senior living centers expressed that they would like services. Menerick was uncertain of the specific centers.
- Menerick cited issues with completing the director evaluation, difficult to perform this. She feels we can do this better, confidentiality was a concern. She stated that there was not a meeting room, conference room available with a computer for use to record the results.
- Feels we need more computer stations, they are too close together, quiet in the music area was lost with the printers being used. We need to come up with a quieter area, separate the Brooks Media Center, people taking phone conversations while on their computers was an issue. Use of computers, screens are visible to others.
- She asks that the policy committee address the director evaluation issue.

8. **UNFINISHED BUSINESS**

- A. Motion to approve up to \$16,000 for the book drop replacement in the covered parking area.**

24-49 Motion by Rusco, second by DeWitt. The motion carried 7-1 (Menerick).

Discussion:

- Collins: will we lose any parking spaces? No
- Harrison: this will be a continued problem with people backing into the book drop. It is a bigger issue due to the placement and design of the parking. Current one opens in the front so staff could get hit. Staff took all of this into consideration, researched different book drops. Found one that will open on the side to access books.

- Placement is still an issue. Will construct a barrier of sorts for the front of the book drop. People will hit the barrier first.
- Menerick: pouring asphalt or concrete, building and grounds were not given all the info on this
- Collins: how far up would the horizontal bars come
- Rusco: there wasn't another quote
- Menerick: need to look at supporting the employees. We should look at a system to move the books upstairs – pneumatic tubes, etc.
- Harrison: could provide more quotes but would not be for the option to access the box on the side.
- Menerick: where is it coming from? Harrison: Online order from the Library Store

Collins suggested we approve up to \$16,000 and moved to amend the motion, Brooks seconded the amendment.

24-50 Motion by Belter, second by Rusco, to approve a transfer from the capital improvements fund to the maintenance fund to cover the cost of the book drop. The motion carried 7-1 (Menerick).

Discussion:

- Menerick expressed that the Building and Grounds Committee should have reviewed this and the amount of money spent before bringing it to the Board.

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

11. **DIRECTOR'S REPORT**

- Peters reviewed her report, highlighting the work that Weiden in Genealogy and Local history has done
- Will begin future planning for more outreach to assisted living centers
- Collins: part-time and full-time hires – what is the distribution?
- Peters: assisted living, home bound mailing, adult services with more outreach, youth – outreach for the high school and teen programming
- Outreach to include preschool and day care
- Peters is representing the LDL on an Ottawa County committee focusing on expanding broadband within the county and increasing digital empowerment.
- Winter newsletter will be coming out in a couple of weeks
- Inservice yesterday: presentation from Pine Rest, working with patron issues

- Covered emergency procedures, did a practice drill
- Discussion about first amendment, freedom to read, how to handle patron challenges to materials
- Worked on utilization of all aspects of Microsoft
- Kudos to Harrison for organizing the in-service.
- The meeting with the city about medical insurance changes, hasn't happened, could not get our insurance company to send the needed info with a requested time, the city is self-funded
- There is a question about the possibility of beginning the insurance change, if it was to happen, on January 1 but that is unlikely.
- Library insurance will increase 12%

12. **PRESIDENT'S REPORT** – Lannon thanked everyone for coming early for the training.

13. **PUBLIC COMMENT**

- Kim Rice: appreciates the funding for the new book drop, totally needed

14. **TRUSTEE COMMENT**

- Belter: Discussed staff and board lunch in December
- Brooks: clock tower – still never solved
- Brooks: get the statue from McDonalds, Peters talked to John Martin; Peters has not been able to contact him
- Menerick: Building and Grounds Committee had discussed a contest of some sort for the clocktower

24-51 Motion by Menerick, second by DeWitt, to go into closed session for the purpose of director's evaluation and salary discussion. The motion carried 8-0.

Roll call:

Belter -y

Brooks - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Discussion led by Lannon.

Peters was asked to join the discussion

24-52 Motion by Belter, 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

Out of closed session at 7:24 p.m.


Further discussion tabled until the December board meeting.

15. **NEXT REGULAR MEETINGS**

Public Board Meeting: December 10, 2024, at 5:00 p.m.

16. **ADJOURNMENT**

The meeting adjourned at 7:25 p.m.

Secretary

Mary Jane Belter

President

Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant