



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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
September 10, 2024**

1. **The meeting was called to order at 5:03 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:** None

2. **APPROVAL OF AGENDA**

**24-35 Motion by Menerick, second by DeWitt, to approve the agenda. The motion carried 8-0.**

Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

**24-36 Motion by DeWitt, second by Menerick, to approve the consent agenda. The motion carried 8-0.**

- A. Approve the regular meeting minutes of August 13, 2024
- B. Approve May invoice payments in the amount of \$ 83,820.27

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of August 31, 2024
- B. Revenue and Expenditure Reports as of August 31, 2024
- C. Cash Summary Reports as of August 31, 2024
- D. Check Register as of August 31, 2024
- E. Amended FY 2024-2025 budget

**Report by Emily Greene, City of Grand Haven, financial management provider for LDL:** Emily Greene reviewed the financial report. Penal fines have increased. Fifth Third investment money market: moving money from that account into Michigan Class for a higher interest rate.

- Brooks: page 18, questioned the Amazon Capital expenditure of \$167 for three copies of the Hillbilly Elegy. Staff: the posting is most likely for more items and only that part of the listed expense is shown.
- Collins: questioned the Omaha member dues line item. That entry was voided
- Budget amendments: finance committee met on Aug 20, reviewed increased revenues due to the millage that passed, and the increase based on increase tax revenue due to increased SEV, current property tax revenue.
- The budget amendments reflect starting increased services soon drawing down current funds to be offset by increased millage money.
- We will not realize the tax money until July 2025.

**6. TRUSTEE COMMENT**

- Brooks thanked the staff for the work in improving the lighting over the info desk
- Questioned the plastic protectors/panels remaining around the circulation desk.
- Staff members are dealing with individuals that show signs of illness, so this is an added layer of protection for staff health. Several board members concurred with leaving the panels in place.

**7. UNFINISHED BUSINESS**

**A. State Certification of Millage**

- This was for board information

**8. NEW BUSINESS**

**A. Finance and Personnel Joint Committee Meeting Update:**

- Discuss Joint Finance and Personnel Committee meeting recommendations.
- Longstreet reviewed the recommendations of the finance and personnel committees.
- Brooks: there is a need to label page 29 as an attachment to the minutes

Motion to approve amended budget FY 2024-25 as recommended by joint Finance and Personnel committees.

**24-37 Motion by Belter, second by Menerick, to approve the amended budget for FY 24-25. The motion carried 8-0.**

Discussion: None

Motion to approve staffing changes as recommended by joint Finance and Personnel committees.

**24-38 Motion by Belter, second by Menerick, to approve the staffing changes.  
The motion carried 8-0.**

Discussion: None

**24-39 Motion by Belter, second by Dewitt, to approve the purchase of new staff chairs up to \$10,000.  
The expenses will be covered with funds transferred from the maintenance fund to the capital improvement fund. The motion carried 8-0.**

Discussion:

- Staff: Chairs are old, original, in need of repair; did a search; found best pricing with best reviews
- Belter commented that any motions dealing with purchase approvals, etc. should specify the funding source in the motion. This would serve to identify where the funds are coming from, designated accounts that can only be used in a specific manner...i.e. maintenance, capital improvements. This would also alleviate anyone questioning the expenditure and if it was related to the millage.

9. **COMMITTEE REPORTS**

**A. Building and Grounds Committee** - No business

**B. Finance** - Discussed in New Business

**C. Personnel** - See Finance

- Menerick handed out the director evaluation forms. The evals are to be returned to Menerick by October 1.
- Menerick will give leadership team members the evaluation forms for staff input.
- This follows the 2018 policy on director/executive director evaluation.
- The goal is to present this to the board at the November board meeting.

**D. Policy** - Report by committee chair Nancy Collins:

- Alcohol policy: We will not be voting on this tonight; we will vote on this at the October board meeting
- This will be on the agenda as an 'old business' item
- Brooks: any references in policies should be changed from Director to Executive Director
- Harrison: as policies are updated, that change is being made
- Menerick: we may want to do something regarding personnel relative to library policies
- The committee is looking at these policies

10. **DIRECTOR'S REPORT**

- Harrison talked about work on the generator, the transfer switches were replaced. They need to return to check because with the loss of power this week, the generator still did not cover the building.
- Can get handicapped parking on Columbus when the elevator is being worked on.
- Numbers are up: programming, attendance, hits on website, circulation
- Discussion of committee assignments

11. **PRESIDENT'S REPORT** – Nothing

12. **PUBLIC COMMENT**

- Kimberly Rice, head of the Circulation Department, thanked the board for approving the staffing recommendation proposals, and Peters for listening and her staff support.
- Allison Boyer, head of Youth Services, thanked the board for the approval of the staffing recommendation and the new chairs.

13. **TRUSTEE COMMENT** - None

14. **NEXT REGULAR MEETINGS**

Public Board Meeting: October 8, 2024, at 5:00 p.m.

15. **ADJOURNMENT**

The meeting adjourned at 6:42 p.m.



Secretary  
Mary Jane Belter



President  
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant