



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

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

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

**Board members present:** Mary Jane Belter, Burton Brooks, Nancy Collins, Penni DeWitt (5:17 arrival), Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

**Board members absent:** None

**Library Staff present:** Anne Harrison, Ellen Peters, Eliza Smyka

**City of Grand Haven Staff present:** Emily Greene

**Members of the Public:** Kimberly Rice

2. **APPROVAL OF AGENDA**

**24-35 Motion by Menerick, second by Collins, to approve the amended agenda. The motion carried 7:0.**

3. **APPROVAL OF CONSENT AGENDA**

**24-36 Motion by Menerick, second by Collins, to approve the consent agenda. The motion carried 7:0.**

- A. Approve the regular meeting minutes of November 12, 2024
- B. Approve November invoice payments in the amount of \$ 66,157.72

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of November 30, 2024
- B. Revenue and Expenditure Reports as of November 30, 2024
- C. Cash Summary Reports as of November 30, 2024
- D. Check Register as of November 30, 2024
- E. Discuss ADHOC committee meeting for discussion of COGH FY 25/26 contract

**Report by Emily Greene, City of Grand Haven, financial management provider for LDL:** Greene said there was nothing outstanding about the numbers this month. She is working on filing annual reports post audit. The administrative services agreement with the COGH expires June 30, 2025.

This is a time to start discussions as to whether we want to continue or not and any changes to make.

Group to meet with Emily and Amanda (City Finance and HR): Ellen Peters, Amanda Burnett, Emily Greene, Caryn Lannon, and Marc Longstreet who is chair of the Finance Committee. An initial meeting will be scheduled in January to get the discussion going.

- Collins: grateful for the work Greene does for the library

## 6. TRUSTEE COMMENT

- Longstreet: attended the last two Sunday Concerts, they were amazing
- Rusco: checking out books and saw that Loutit was hosting catalogers from the Muskegon Public Library. She thought the collaboration was really nice.
- Collins: Reference staff was very helpful; could Lakeland help with accessing the things online that have a large cost for individual libraries.
- Belter: meeting with GHAPS superintendent this week

## 7. UNFINISHED BUSINESS

- A. Request motion to approve quote for 3 additional fire Alarm Pulls discussed at prior meeting and repair of the emergency alarm at the exit door at a cost not to exceed \$7427.94. With the funds coming from the maintenance fund.**

**24-37 Motion by Belter, second by Rusco. The motion carried 7:0.**

### **B. Review invoice for telehealth room**

- Approved last year but with the completion, it fell into the current fiscal year.
- The money will come from the capital improvements fund.
- Dewitt – arrived at 5:17 p.m.

**24-38 Motion by Rusco, second by Longstreet, to make the transfer of \$6900 from the maintenance fund to the capital improvements fund. The motion carried 8:0.**

## 8. NEW BUSINESS

### **A. Discuss library open hours**

- Peters discussed, reviewed current hours compared to previous hours and where the hours were increased. New hours are posted in the newsletter, on the website and through social media.
- The board voted on and approved the new expanded hours.
- Menerick: concerned about Saturday hours, likes the weekday hours. Came in at 2:35 on a Saturday afternoon, noticed that previous info/heatmaps showed many people coming in between 1 and 2 on a Saturday afternoon. Realizes we are open for special events later on Sunday afternoons. Noticed there were other people waiting, coming to use the library.
- Peters: With expanded hours, there is a need for staffing three different reference desks.

- Rusco feels that we are doing well, however other libraries in the area are open later Saturday.
- Peters: compared to SL, they have a small reference desk that is manned/staffed. We have 4 different service points that we have to staff, different from SL.
- Harrison: studies and the heatmap showed that with later hours on Saturday we were not getting the numbers, usage.
- Menerick: would like to have the library open until 4 p.m. on Saturday. However, since hours have been posted, she will accept 2 p.m. for now.
- Harrison: she is open to expanded hours in the future when we have an opportunity to look at staffing for coverage.
- Lannon: questioned if we revisit the issue in January or February or wait until the millage money comes in.
- Peters: Staff is working on the outreach and working to fill that commitment that was made to voters.
- Menerick: many high school students use the library to study; many exams are held prior to Christmas. The closed dates present an issue for those students. Discussed being closed on Friday after Thanksgiving. Menerick stressed keeping similar hours similar to SL.
- Brooks: prior to COVID-19 we were open 69 hours a week. We are coming back to more open hours.
- Peters: We do have differences with SL: reference, genealogy, staffing, outreach when it comes to determining staff levels and times.
- Peters: staff will review the millage money when it comes in this summer and review the hours and perhaps discuss the Saturday hours.
- Kimberly Rice: patron survey several years ago – the request was to open an hour earlier which is happening now.
- Lannon: has staff heard any comments from patrons about not being open until 4 on Saturdays? Harrison: no
- Menerick talked about the East GR library and the technology they are using for checking out.
- The technology is convenient but would be quite expensive for Loutit to initiate. And that library has private funding/donors which has helped with their services.
- Menerick: if we implement the “make it area” and offer classes, etc. on Saturday afternoons, with the closing at 2 p.m. that would restrict the length of the offerings.
- Peters again reiterated that this be revisited when we know what the income is with the millage money in the new budget.
- Peters: she reconnected with Peter Waanders, discussed the millage passage and the commitment made to the community about additional services. The plan was reviewed and estimate for the lower-level area. Waanders said to leave the dollar amount request blank, that the family will probably reconsider an amount once they get the request. Staff will wait until the Waanders family has had an opportunity to review the request and make a decision. The one given is that the area will be named for Judy and John Waanders.

- Discussion on increasing the Saturday hours to closing at 4 p.m. Add to the April agenda which would be about the time the county has their numbers.

**B. Set non-resident fees for 2025**

**24-39 Motion by Belter, second by DeWitt, to approve non-resident fees as proposed by staff (no increase from 2024). The motion carried 8:0.**

Discussion:

Collins: when was the last time the fees were changed. No information available.

**C. Set board meeting dates for 2025.**

**24-40 Motion by Brooks, second by Rusco, to approve meeting dates for 2025 as amended. The motion carried 8:0.**

Discussion:

Cancel the November 11, 2025, board meeting date as it will interfere with the library being closed that day to the public and the staff in-service training.

**D. Set library closure dates for 2025**

**24-41 Motion by Menerick, second by DeWitt, to approve library closure dates for 2025 as amended. The motion carried 8:0.**

Discussion:

- Peters reviewed the calendar. Staff in-service will be done once per year rather than 2x. with more emphasis on staff doing digital training.
- Question: will the library close for the day and have staff do digital training or remain open and staff does the training at their desk.
- Be open on Monday, Feb 17, President's Day.
- Lannon: question if we were open on Sunday after CG, open on Sunday.
- July 31 – Thursday of CG week, close at 5 p.m.
- Nov 26 – day before Thanksgiving, close at 5 p.m.

**E. Request motion to approve updated job description for reference subs.**

**24-42 Motion by Belter, second by Brooks, to approve updated job description for reference subs. The motion carried 8:0.**

Discussion:

- Minor changes to the job description
- Harrison sent the description to Amanda, HR at the city. Changes were made.
- DeWitt asked that a date be noted on the job descriptions

**9. COMMITTEE REPORTS**

- A. **Building and Grounds Committee** - No business
- B. **Finance** - No business
- C. **Personnel** - No business
- D. **Policy** - No business - January meeting was discussed

10. **DIRECTOR'S REPORT**

- Peters briefly reviewed her report
- Nancy Collins: page 27, one of the boilers went out. The situation was explained. There are two boilers, and they run alternatively so there was no loss of heat.
- Peters: after the Jingle Bell parade a pipe burst in the parking garage. Because alarms went off, GHJ Public Safety and fire responded to the library. Fixed today. Condensation had built up; the pipe needed to be drained. All pipes have been drained. Marty Lidacis knows how to handle the maintenance
- Brooks: new committee list: Rosemary Zink off the finance committee, Sherwood is off the personnel committee, and Menerick is not on the policy committee. These changes need to be made to the list on the monthly planner.
- Collins: is the elevator fixed? Harrison: not yet, need to get parts in, taking more time to get the parts.

11. **PRESIDENT'S REPORT** - Reiterated her thanks to the board for attending the 4 p.m. in-service prior to the November board meeting.

12. **PUBLIC COMMENT** - None

13. **TRUSTEE COMMENT** - None

**24-43 Motion by Belter, second by Lannon, to GO INTO CLOSED SESSION at the request of Ellen Peters, LDL Library Director FOR DIRECTOR'S evaluation and SALARY DISCUSSION. The motion carried 8:0.**

ROLL CALL:

Into closed session at 6:21 p.m.

Belter - y

Brooks - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

Discussion led by Lannon.

Peters left

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

ROLL CALL:

Exit closed session at 6:29 p.m.

Belter - y

Brooks - y

Collins - y

DeWitt - y

Lannon - y

Longstreet - y

Menerick - y

Rusco - y

**24-45 Motion by Collins, second by Brooks, to approve a 3 % salary increase for Ellen Peters, LDL Executive Director. The motion carried 8:0.**

**14. NEXT REGULAR MEETINGS**

Board Meeting: January 14, 2025, at 5:00 p.m.

**15. ADJOURNMENT**

The meeting adjourned at 6:41 p.m.



Secretary

Mary Jane Belter



President

Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant