



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, April 8, 2025

Time: 5:00 p.m.

Place: Loutit District Library, Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of March 11, 2025 Pages 1-6
- B. Review and Approve Amended February 2025 Minutes Attachment A

4. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

5. TREASURER'S REPORT

- A. Balance Sheet Reports as of March 31, 2025 Pages 7-11
- B. Revenue and Expenditure Reports as of March 31, 2025 Pages 12-18
- C. Cash Summary Reports as of March 31, 2025 Page 19
- D. Check Register as of March 31, 2025 Pages 20-21
- E. Approve March invoice payments in the amount of \$ 65,720.57 Pages 21

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

- A. Amended Video Conferencing Room Policy Pages 22
- B. Survey for board members re: services/maker space Pages 23-29

8. NEW BUSINESS

- A. Staff Highlights: Chelsea Payton shares Marketing & Community Engagement highlights
- B. Motion to approve amended Director's Evaluation Policy Pages 30-31
- C. Motion to approve GVA quote to replace the discontinued controller that provides graphics and building temperature controls to Loutit Library for \$10,000. Page 32
- D. Motion to move \$10,000 from Maintenance Fund to cover GVA quoted costs
- E. IMLS Funding Press Release Page 33-34

9. COMMITTEE REPORTS

A. Finance Committee

No business

B. Building and Grounds Committee

No business

C. Personnel

No business

D. Policy

Second meeting to work on amendments for Director’s Evaluation Policy - update

E. Waanders’ Maker Space Ad hoc Committee

- 1. Update on contractors and survey

10. DIRECTOR’S REPORT

Pages 35-38

11. PRESIDENT’S REPORT

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. NEXT REGULAR MEETINGS

- PUBLIC Board Meeting: May 13, 2025, at 5:00 p.m.

15. ADJOURNMENT

**Loutit District Library
Board of Trustees**

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

- 1. Be recognized by the chair.
- 2. Clearly state his/her name, address, and the subject of the comment.
- 3. At the discretion of the chair, limit their time to three minutes.
- 4. Comment only once per public comment portion of the Agenda.
- 5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

- 1. Public comments directed to any employee of the district or to anyone else in the audience.
- 2. Debates with people making comments.
- 3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.