



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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
April 8, 2025**

1. **The meeting was called to order at 5:00 p.m. in Program Room B by Vice President Nancy Collins.**

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

**Board members absent:** Caryn Lannon

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

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

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

- 25-16 Motion by Menerick, second by Rusco, to approve the amended agenda. The motion carried 7:0.**  
Discussion

Additions to the Agenda:

**Treasurer's Report:** Employee Service Years Recognition

**Unfinished Business:** Financial support for Peters for attendance at the Rotary International Conference

**New Business:** ALA Attendance; Serenity Room

3. **APPROVAL OF CONSENT AGENDA**

- 25-17 Motion by Brooks, second by DeWitt, to approve the consent agenda. The motion carried 7:0.**  
Discussion:

A. Approve the regular meeting minutes of March 11, 2025

B. Review and Approve Amended February 2025 minutes

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

A. Balance Sheet Reports as of March 31, 2025

B. Revenue and Expenditure Reports as of March 31, 2025

- C. Cash Summary Reports as of March 31, 2025
- D. Check Register as of March 31, 2025
- E. Approve March invoice payments in the amount of \$ 65,720.57
- F. Employee Service Years Recognition

**Report by Emily Greene, City of Grand Haven, financial management provider for LDL:**

- Nothing out of the ordinary
- Peters: working on the budget. The County equalization department does not have the numbers yet.
- Dewitt: question about bond payments. Bond payments paid off in 2028.

**25-18 Motion by Rusco, second by Menerick, to approve March 2025 invoice payments in the amount of \$65,720.57. The motion carried 7:0.**

**F. Employee Service Years Recognition**

- Peters: Lawyer said if it is part of the employee compensation. An issue is we need to do this pre-tax. Do we want to build the percentages in and cover through the library budget or go to the Friends?
- Greene: we could set it up as a non-cash payment, handle it so the library pays the social security, taxes.
- Rusco: feels this is more salary, do not have the Friends cover this.
- Dewitt: the county would issue separate checks.
- Menerick: set up a 'go to' account that people could contribute to. Friends do so much for the library, there is little or no recognition for them that they do.
- Collins: if the Friends do it, it costs the library less money. Then the employee would not have to pay taxes.
- Greene: there are two options: the IRS way to do it (social security, taxes deducted) or the library budgets to pay the taxes, etc.
- Belter: do not have the Friends do this, their financial contributions benefit the LDL users. Cover this through the library and build in the necessary deductions into the checks that are issued.
- Collins: have Peters come back in May with the details of the total cost.
- Greene: to clarify, we are talking about those people based on their years of service in increments of 5 years.
- Peters: would like this to be retroactive to July 1, 2024.
- Menerick: with the latest stock market swings and uncertainty, are there issues for us?
- Greene: We have government securities; things are in liquid accounts.

**6. TRUSTEE COMMENT**

- Menerick: talking to the Spring Lake library director (she is president of the Spring Lake Rotary). She was asked if she is going to the international conference. She said no, it's too expensive. Feels that the community commitment that Peters has given us and her work with the family donation for the maker space warrants our support for her attendance at the conference. Information on all the library does needs to be out there. We should consider paying a portion of Peter's expenses for the conference.

## 7. UNFINISHED BUSINESS

### A. Amended Video Conferencing Room Policy

**25-19 Motion by Menerick, second by Rusco, to amend the Video Conference Room policy. The motion carried 7:0.**

### B. Survey for board members re: services/maker space

- Peters commented on the distribution of the survey. Hoping to have the information compiled for the May board meeting. This will help with the maker space and the strategic planning.
- Collins: is staff making an effort to get younger people to respond. Can they break down the survey results to see responses by age groups and their responses?
- Staff: Survey done for school groups, teens, getting good results, feedback

### C. Rotary International conference

- Peters asked for help with registration which is \$675.
- Brooks: we have supported the involvement with Rotary for our director
- Longstreet: why does Peters need to cover her own expenses since she is representing the library.
- When asked about the total cost, Peters said around \$2000.
- Longstreet: in the whole scheme of things Peters is doing the work for and representing the LDL.
- Collins: where does the money come from in the budget?
- Peters: the conference budget account. There would need to be a transfer of additional funds into that account. The account was only budgeted for ALA conference attendance for two board and two staff.
- Menerick: cited an online search that there is still money in an LSTA grant option and she volunteered to write a grant.
- Dewitt: is there a line item that the money can be moved from?
- Collins: questioned where would the money be transferred from?
- Peters: we have about \$80,000 not encumbered for next year. There are line items where it could be transferred from.
- Collins: if the board considers supporting Peters conference expenses up to \$2000, Peters should report to the board at the May meeting where the necessary money will be transferred from.

**25-20 Motion by Brooks, second by Menerick/Longstreet, to authorize Peters to participate up to \$2000. The motion carried 7:0.**

Discussion:

- Belter: we need to consider other conference requests. This is setting a precedent, what if there are other requests?

- Consensus was that the board would make decisions about future requests as they present themselves.

**D. American Library Association Conference:**

- Two staff members and two board members (DeWitt, Menerick) are attending.
- June 26-30 in Philadelphia

**8. NEW BUSINESS**

**A. Staff highlights: Chelsea Payton – Community Engagement & Marketing Manager**

- Payton: Reviewed the marketing plan in place, media contacts, use of local broadcast and print media along with social media
- Survey in progress: Menerick suggested that staff look at registered household voters; do a comparison of numbers, percentage of people who responded to the survey.
- Menerick: she has heard positive comments about the print materials distributed, use more PSA's that she can get.
- Longstreet: from his professional career, everything is outstanding, done well, designs of print materials, etc.

**B. Motion to approve amended Director's Evaluation Policy**

**25-21 Motion by Menerick, second by Rusco, to rescind previous Director's Evaluation Policy (dated February 2009) and adopt the amended Director's Evaluation Policy. The motion carried 6:1 (Collins).**

Discussion:

- Harrison commented on the policy.
- Rusco had a question about the evaluation document. That is a separate issue.

**C. Motion to approve GVA quote to replace the discontinued controller that provides graphics and building temperature controls to Loutit Library for \$10,000.**

**25-22 Motion by Rusco, second by Longstreet, to approve the GVA quote to replace the discontinued controller. The motion carried 7:0.**

Discussion:

- Harrison: GVA came in for recent eval; noted that the controller is discontinued, many are malfunctioning. This would create issues if the system failed.

**D. Motion to move \$10,000 from Maintenance Fund to cover GVA quoted costs**

**25-23 Motion by Rusco, second by DeWitt, to approve the transfer of \$10,000 from the Maintenance Fund to the Capital improvements Annual Maintenance Fund for the replacement of the controller. The motion carried 7:0.**

**E. IMLS Funding Press Release**

- Discussion of the press release and the impact of the funding issue. There will be loss of databases, technology grants, funding for hot spots, continuing education. Translator devices were coming, and that funding was canceled.
- 6:57 p.m. Menerick left.
- The question about the library's response to the cuts. Trustees can do this; however, they should do so as a private citizen.

#### **F. Serenity Room**

- Harrison reviewed the proposal for the conversion of the janitor's closet to a room for nursing mothers. Staff see more of a need for parents of very young children to nurse. The room is on the main floor next to the family restroom, and the room is not currently being used.
- The library has paint for doing the walls, furniture in inventory that is not being used that can be used in the room.
- This would be close to the youth services for parents that are here with other children.
- Could also be used for parents with children that might be having issues.
- Something would be done to help as a noise barrier. Staff will proceed with this.

### **9. COMMITTEE REPORTS**

**A. Finance** – No Business

**B. Building and Grounds Committee** – No Business

**C. Personnel** – No business. Menerick requests the committee meet on May 13 at 4:00 p.m.

**D. Policy** –

- Second meeting to work on amendments for Director's Evaluation Policy – update
- Harrison: working on the internet policy. Next meeting: Tues, April 15 at 1 p.m.

**E. Waanders' Maker Space Ad hoc Committee**

- Update on contractors and survey:
- Peters: the person who said he could help could not do this until the end of April 21 and there would be a consultation cost. Peters sent more info to Copper Rock to get more info. There is still a great difference in the quotes.
- Peters is reaching out to another company to review the two quotes. She would like to move on this because the family is waiting, and this project is being extended out so long.
- Belter questioned if the original RFPs that were sent out were specific enough to get more detailed, comparable quotes.
- Peters said Copper Rock replied that their quote reflects how they give quotes.
- Belter replied that it should be stressed that we are a public entity using public funds (not private as Copper Rock's majority of projects) and we are accountable to the public and the family funding this.
- Peters would like to get a third-party review, and she is trying to get someone else to review this.
- Peters: asked if the ad hoc committee should meet or wait for the third-party review of the bids?

- Consensus: wait for the third-party review of the bids

10. **DIRECTOR'S REPORT**

- With the length of the board meeting, Peters briefly reviewed her report. If there are any questions, board members should email her.
- In the report: Peters goals and comments on them
- Department highlights
- Monthly planner: Peters had a question about the committee meetings, leave on the schedule.

11. **PRESIDENT'S REPORT** – None

12. **PUBLIC COMMENT** – None

13. **TRUSTEE COMMENT** – None

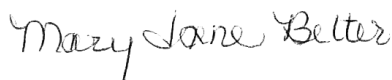
14. **NEXT REGULAR MEETINGS**

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

15. **ADJOURNMENT**

The meeting adjourned at 7:24 p.m.

Secretary



Mary Jane Belter

President



Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant