



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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 11, 2025**

1. **The meeting was called to order at 5:00 p.m. in Program Room B by Caryn Lannon.**

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

**Board members absent:** Mary Jane Belter

**Library Staff present:** Anne Harrison, Ellen Peters, Eliza Smyka, Jeanette Weiden, Martin Lidacis

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

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

**25-5 Motion by Menerick, second by DeWitt, to approve the agenda. The motion carried 7:0.**

3. **APPROVAL OF CONSENT AGENDA**

**25-6 Motion by DeWitt, second by Rusco, to approve the consent agenda. The motion carried 7:0.**

- A. Approve the regular meeting minutes of January 14, 2025
- B. Approve January invoice payments in the amount of \$ 61,640.76
  - Collins asked for clarification on January Minutes
  - Collins asked to move "invoice payments" on future agendas to Treasurer's Report – this change will be made on agendas going forward

4. **PUBLIC COMMENT** – None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of January 31, 2025
- B. Revenue and Expenditure Reports as of January 31, 2025
- C. Cash Summary Reports as of January 31, 2025
- D. Check Register as of January 31, 2025
- 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:**

- The ADHOC Committee (Peters, Lannon, and Longstreet) met with Greene and Burnett about the contract with the City of Grand Haven
- Greene: the percentage is not covering the cost of services
- ADHOC Committee recommended 4.25% as a fair increase
- There was discussion on the specific wording. This is the current agreement, with the only changes being to the updated responsibilities, dates, and proposed percentages – only thing we wanted to discuss was if we wanted to continue every 3 years to updated agreement or just continue partnership until it doesn't work for either party. Decided on the ongoing contract until terminated by either party.
- Consensus is 4.25% increase

**6. TRUSTEE COMMENT**

- DeWitt asked Robinson Township if they could keep the book drop cleared and it seems like they listened – Hollie Alphennar appreciated it

**7. UNFINISHED BUSINESS**

**A. Waanders' Maker Space Update**

- Peters: had the Build and Grounds Committee appoint the ADHOC Committee– Waanders family said to take email as promise of money – third party is looking over the two quotes to make sure everything is an even comparison to decide what engineer team – Waanders will sign the contract after the engineer is assigned
- Belter emailed in questions: how did you look for the third party to review bids?
- Peters: talked to Kirsten A Runschke about finding third party- gave Peters the name of a different contractor to review bids – give us a good report and has done it for other projects
- Belter: Are we keeping Waanders in the loop?
- The board agreed that it was too early in the process to give a full timeline
- Peters: have in the agreement that if the project goes beyond 12 months then we will reassess
- Belter: What will go in the Maker's Space and is there a duplicate in the community?
- Peters: right now we are going to go out in the community to ask what they really need and that will determine what we decide to offer – for staffing and hours- we plan to just use it for our own programming and not have it open 24 hours – maybe in the future we have a person full time
- Harrison: really want the community's opinion to help navigate the decision-making process so we are adequately serving the community we support
- Menerick: maybe look at adding like book binding type materials? Should we talk to community foundation to match funds?
- Peters: already in discussion- more information will be available in March

**8. NEW BUSINESS**

**A. Staff highlights: Jeanette Weiden: Local History and Genealogy**

- Weiden: Already know about programming – want to focus on services
- GH Tribune added to newspapers.com – on all the computers as well – now up to present with a one-month lag- can use remotely using library card – has search option available
- July–September: clicks about 300 – November–January: 1,050 clicks – 240% increase in usage – got connected through the GH Tribune – send microfilm to Ancestry to digitize – zero cost minus shipping – cost nothing to have access
- New project – start creating microfilm again – 2013–2023 were only digital – Backstage Library Works – only company that makes microfilm from digital – Brook’s donation will give us the ability to backlog
- Discussion of the current storage system for the archive and film going forward
- Library of Michigan will be very interested in getting a copy as well

**B. Motion to approve moving \$18,000 from Brooks donation in GHACF fund to LDL General fund to cover cost of GH Tribune Microfilm project.**

**25-7 Motion by Menerick, second by DeWitt. The motion carried 7:0.**

**Discussion:**

- Menerick suggests sharing info in The Tribune about it

**C. Discuss Window Cleaning Quotes**

- Lidacis: lots of issues with current company– unprofessional and inconsistent – Fish always sends a different crew – self contractors who go pick up jobs – we should pick a company who has consistent people – four different quotes – all will be a bit pricier – current company just comes whenever they want – difficult to deal with – they don’t offer to do the roof or skylight – we are not currently under contract
- Lidacis recommends Lake’s Edge: their quote was more detailed – asked more questions – seem more thorough – supervisor came to do the quote- owner was messaging on vacation to contribute to quotes
- Note that not all items have to be done every year or every quarter
- Menerick: have you looked into their current customers?
- Lidacis: not sure if we are allowed to do so, but can look into it – was very impressed with everyone’s professionalism, ease of communication, and thorough quotes – these companies are also willing to come in when we are not open to fulfill cleanings
- Menerick: concerned that we are locked into a contract
- Lidacis: none of them are contracted – they are all at will

**25-8 Motion by Longstreet, second by Lannon, to approve Lidacis’ recommendation to hire Lake’s Edge Exteriors for window cleaning, metal roofs, and skylights as needed as quoted. The motion carried 6:0 (one Abstention).**

**D. Bylaws on term limits**

- We do not currently have term limits – should we open up/post to public on the website when term limits are coming up
- Governing units make the decisions on term limits and who to appoint – municipalities role to set terms – they would be in charge of advertising the open positions

**9. COMMITTEE REPORTS**

**A. Finance** – No business

**B. Building and Grounds Committee** –

- Agenda and Minutes from 01/30/2025 meeting – appointed ADHOC and looked over window cleaning quotes

**C. Personnel** – No business

**D. Policy** – No business. Meeting scheduled for 02/18/2025 in Program Room B.

**10. DIRECTOR'S REPORT**

- Gave quarterly stats – updated monthly planner – kindness month overview
- Collins asked about bookdrop on 24<sup>th</sup>
- Harrison: both companies are working on being installed back-to-back – worked out a deal to have another library purchase a temp media drop
- Peters: Working on new insurance updates – can we get better coverage for the same or better price
- Very expensive plan that covers very little – find ways to not have employees reach their deductible
- Working to see what can be worked out
- Will continue discussion after the meeting
- Nancy requested getting the annual report out earlier
- Discussion of what can be done about it
- Menerick left at 6:50 PM

**11. PRESIDENT'S REPORT** – None

**12. PUBLIC COMMENT** – None

**13. TRUSTEE COMMENT** – None

**14. NEXT REGULAR MEETINGS**

Board Meeting: March 11, 2025, 2025, at 5:00 p.m.

**15. ADJOURNMENT**

The meeting adjourned at 6:55 p.m.

Mary Jane Belter

Caryn Lannon

Secretary  
Mary Jane Belter

President  
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant