



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 14, 2025**

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

Board members present: Mary Jane Belter, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick (5:03 arrival), Cathy Rusco

Board members absent: Burton Brooks

Library Staff present: Allison Boyer, Anne Harrison, Ellen Peters, Eliza Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public: None

2. **APPROVAL OF AGENDA**

25-1 Motion by Rusco, second by DeWitt, to approve the agenda. The motion carried 6:0.

3. **APPROVAL OF CONSENT AGENDA**

25-2 Motion by DeWitt, second by Rusco, to approve the consent agenda with amendment to item C. The motion carried 6:0.

- A. Approve the regular meeting minutes of December 10, 2024
- B. Approve December invoice payments in the amount of \$ 76,386.40

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of December 31, 2024
- B. Revenue and Expenditure Reports as of December 31, 2024
- C. Cash Summary Reports as of December 31, 2024
- D. Check Register as of December 31, 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. ADHOC committee meeting for

discussion of COGH FY 25/26 contract. Discussion of contract for finance and HR services. Meeting is scheduled for January 28 at 4:00 PM in the City Manager's office. No questions or discussion on the financial reports.

6. **TRUSTEE COMMENT** – None

7. **UNFINISHED BUSINESS**

A. Amended library closure dates and board meeting dates attached – reviewed

8. **NEW BUSINESS**

A. Staff highlights: Allison Boyer, Youth Department

- Boyer: Highlighted the additional staff member to the department
- Discussed adopt a book effort which doubled from last year
- Tween club is new, meets weekly, on Thursdays. At this time it is mostly 6th graders.
- Freestyle crafts – kids have materials, create their own project.
- Exam week study space prior to exams
- Sunday activity demo – ice candles, 53 people registered
- Outreach – new reader roundup, going out in Feb – this is for first graders. Goes through Memorial Day.
- March 10 – Chamber has a 9, 10th leadership program – will be participating
- Working with a GHAPS elementary librarian – bring back battle of the books
- Menerick: crafts – where do they happen...program room upstairs
- Is there a specific area where the tweens meet. No, program room
- Related that in the Ca. library she is acquainted with, they have a specific room with snacks, etc.
- Questioned using therapy dogs
- Boyer: person that does that is certified, is a therapy dog trainer
- Menerick: For the naturalization ceremony – having books that highlight citizenship, etc.
- Boyer: we have those for all age groups
- Menerick: Mentioned that the garden club would love to have a youth division for their show.
- Collins: compliments about the activities which encourage interaction, thinking, problem solving

B. Motion to approve ongoing audit services contract with Vredeveld Haefner for FY 2025/26/27 with options for 2028 and 2029.

25-3 Motion by Menerick, second by Rusco. The motion carried 7:0.

C. Discuss name change: Reference and Information to Adult Services

- The board found no issues with the change

D. Maker space: discuss donor funds and other funding

- Waanders family has committed to \$100,000 and will help raise an additional \$50,000. This is enough to begin to move forward to the project. We have two different quotes with a cost difference between the two of almost \$50,000.
- Peters: maybe make a motion to go forward with the project, perhaps building and grounds or have an ADHOC committee.
- Belter: where is the difference in the bids? Were specifics put in the RFP so that the bids were based on the same criteria?
- Peters: she has been trying to do 'apples to apples', finding similarities and differences in the bids to determine the cost difference.
- Peters: would like to do have a community input on the maker space and use the community survey to help make decisions. Would like to do that as soon as possible
- DeWitt: Do we have the money? Ellen sent a donation form for them to sign. They are absolutely committed to \$100,000. Is it in writing? Peter was very certain
- Peters: If we decide to do something different we need to run it by the family. They will discuss this.
- Belter: Do they have an expectation of this being done in a certain amount of time.

25-4 Motion by Rusco, second by Collins, to move forward with the planning of the Waanders' Maker Space. The motion carried 7:0.

Discussion:

- Collins: get someone to help compare the two bids. Have someone review this
- The board will decide who we want on the ad hoc committee and have the committee work through this
- Work to find someone from the outside to review this
- Get something in writing from Waanders

E. Set building and grounds committee meeting to discuss Maker Space

Discussion:

- Brooks is the chair of the building and grounds committee
- Peters will poll the building and grounds committee members with some potential dates

9. COMMITTEE REPORTS

A. Building and Grounds Committee - TBD

B. Finance - No business

C. Personnel - No business

D. Policy - meeting scheduled for January 21, 2025, 1:00 p.m.

- Harrison: Issues with the number of policies and all of the revisions that have been done and all of the proofing that needs to be done.
- The committee will discuss the director's evaluation policy next week. Peters will be part of the discussion.
- It was suggested to get policies from other libraries.

- Menerick will participate as a representative of the Personnel Committee

10. **DIRECTOR'S REPORT**

- Discussion of the annual report – will take enough copies when Peters meets with the governmental units.
- Discussion of Building and Grounds issues including the boilers and the elevators. There is a long-term plan/schedule for maintenance and replacements.
- Belter commented that perhaps with the alarms being triggered and requiring a response from Martin Lidacis, Harrison and GH Public Safety the issues need to be addressed with a replacement and not a 'patch.'
- Review of the monthly planner – changes made, items moved to different months

11. **PRESIDENT'S REPORT** – None

12. **PUBLIC COMMENT** – None

13. **TRUSTEE COMMENT**

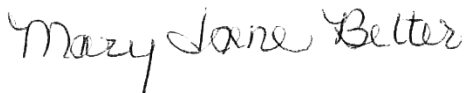
- Dewitt: how often does the Robinson book drop get emptied?
- Peters: at least once a week.
- There is a problem with accessibility to the book drop with the snow getting cleared.
- There is also a problem with the election box being placed there.
- Belter commented that this is not an issue for library staff to correct. Robinson Township decided on the location and should work to address the issues.

14. **NEXT REGULAR MEETINGS**

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

15. **ADJOURNMENT**

The meeting adjourned at 7:00 p.m.



Secretary
Mary Jane Belter



President
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant