



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging  
Community.

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 11, 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, Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

**Board members absent: None**

**Library Staff present:** Anne Harrison, Ellen Peters, Katie Alphenaar

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

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

- 25-9 Motion by DeWitt, second by Menerick, to approve the amended agenda. The motion carried 8:0.**

Discussion:

New Business

e. Employee Recognition

f. Calgary

g. Video Conference Room Policy

under Policy Committee – remove director eval policy

3. **APPROVAL OF CONSENT AGENDA**

- 25-10 Motion by Menerick, second by DeWitt, to approve the consent agenda. The motion carried 8:0.**

Discussion:

- Brooks – under new business – capitalize Brooks and Tribune – item 8, page 3
- Trustee DeWitt comment – specify Robinson Twp.
- Clarify the discussion on the contract with the City of Grand Haven

- 25-11 Motion by Collins, second by Menerick, to resubmit the minutes to the April meeting. The motion carried 8:0.**

4. **PUBLIC COMMENT** – None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of February 28, 2025
- B. Revenue and Expenditure Reports as of February 28, 2025
- C. Cash Summary Reports as of February 28, 2025
- D. Check Register as of February 28, 2025
- E. Approve February invoice payments in the amount of \$ 72,862.83
- F. Approve COGH Administrative Services Agreement effective 07/01/2025
- G. Budget Schedule

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

- Greene is starting work on the budget. Penal fines are \$14,000 less to date.
- Questions were asked about why the reduction in penal fines. It was suggested that perhaps Peters check with other Ottawa County libraries to see if they have any issues with the reduction in penal fines and see if they would be interested in sending a joint letter to the courts.
- Greene will check on the penal fine reduction and discuss this with Peters.

**25-12 Motion by Menerick, second by Collins, to approve the February 2025 invoice payments in the amount of \$72,862.83. The motion carried 8:0.**

Discussion:

- Dewitt had questions about invoices for book covers

**25-13 Motion by Collins, second by Rusco, to approve the administrative services agreement with the City of Grand Haven. The motion carried 8:0.**

Discussion:

- This was the second review

**Budget schedule** – the schedule was reviewed.

**6. TRUSTEE COMMENT**

- DeWitt thanked the volunteers helping area citizens with their income taxes (AARP tax aide program) as a free service.

**7. UNFINISHED BUSINESS** – None

**8. NEW BUSINESS**

**A. Staff highlights: Katie Alphenaar, Head of Adult Services**

- Alphenaar: presented an overview of Adult Services: the variety of questions they answer, assisting with technology, personal devices, adult outreach, adult programming, collection development, books, CDs, magazines, etc.
- The Brooks Media Center is part of Adult Services along with public computing.
- The Adult Summer Reading program is increasing in popularity

## **B. Waanders Maker Space**

- The family has committed \$150,000 to the project. The funds will be put into the LDL general fund, earmarked for the Maker Space. Peters will clarify if the family will assist with future fundraising. This was discussed in previous communications when the family was considering a \$100,000 donation.
- Peters had a third party look at the quotes and the recommendation was that the bids were not really 'apples to apples' and that one form/bid sheet with more information needed to be created and sent to the two firms. The third party is creating the form and will evaluate the information. The cost of this service is unknown. This will add another month to the pre-project work.
- Menerick: why hire a contractor to help with the project when we don't know what we want for the maker space?
- Lannon commented that we are looking at the basic work that needs to be completed in the space.
- Staff are working on and will soon release surveys for public comment on ideas for the space.
- Belter asked how the surveys being distributed
- Staff: in the library, emails, taking out into the community, setting up some focus groups, the Youth Department will be getting youth input
- Brooks asked that the survey be sent to board members.
- Menerick suggested that the various groups that use the library should receive the survey
- Belter asked what the timeline is for the survey – completions, compilation of answers.
- Peters said the staff is hoping to get the survey out this week with the goal of presenting information to the board at the May board meeting.
- Peters suggested that the board may be able to make a decision at the April meeting on the firm to use
- Menerick stressed that the Maker Space ADHOC committee and the Building and Grounds Committee should meet to review the revised bids.

## **C. New Donation Envelopes**

- The envelopes were discussed. Library staff were hesitant to distribute to funeral homes.
- The consensus of the board was that it was important to do that as there are patrons and library volunteers who may have designated the library as a recipient and having the envelopes available makes things much easier for the families and for those wishing to honor individuals.
- As for the donations – there is a line item in the budget. Use could be based on what a family wants done.

## **D. Motion to approve supervisor change for Emerging Technologies Librarian**

**25-14 Motion by Brooks, second by Belter, to approve the supervisor change for the Emerging Technologies Librarian position. The motion carried 8:0.**

Discussion:

- The job description was already approved by the board. The only change is the reporting designation with the reorganization and supervision.

**E. Employee Recognitions**

- Peters: the Friends group was offering to do this. This is something that the City has for their employees (per Amanda). The City has a line for employee expenses. If it was funded via the library budget, the money raised by the Friends would go to community related projects.
- Lannon questioned if this is okay to do outside of the contract. Was there something originally proposed?
- The HR with the City did not feel this would be an issue. There is nothing in the contract.
- Menerick: where is the money coming from? Peters: the city has a line item for employee expenses
- Menerick cited a law that doesn't allow school districts to do this. She is concerned about whether this can be done.
- Belter commented on previous discussions and attorney opinions about various expenditures not directly related to library services and operations and suggested getting our attorney's opinion.
- Brooks suggested that perhaps the Friends do the recognition it and the library fund Friends projects.

**F. Calgary**

- Peters is the chair of the GH Rotary International committee. The Rotary International convention is in Calgary.
- The GH Roarty has also asked/recruited Peters to be their president.
- Peters is asking if the library could assist with the expenses in attending the conference? She feels this could possibly be part of her professional development, working in maintaining local support for the LDL. Goal #5 is collaboration with area agencies and libraries.
- Peters did email the LDL attorney for her opinion if this is something that the library could fund.
- Belter: could Rotary assist with this. No, their funds are earmarked for local projects.
- Lannon said further discussion should be tabled until we hear from the attorney.
- Collins questioned the dollar amount. Peters: registration is \$675, plus hotel and airfare.
- Peters commented that in the past the individual in the position did not attend and the local Rotary feels it is important to do so.

**G. Video conference room policy**

- Harrison reported that this is based on a previous policy adopted by the board which she revised to fit the Video Conference room usage. Staff are meeting with Corewell Health (they are interested in partnering with the library). The suggested policy was reviewed by staff.
- Brooks: item 10: clarify “use of the room”
- Room equipment: desktop and big screen, there are several remaining things to do to enhance the use of the room. Room scheduling will be on the website.

**25-15 Motion by Rusco, second by Longstreet, to approve the Video Conference Room Policy. The motion carried 8:0.**

Discussion:

- Collins: is there any provision in the room use policies that the library is not responsible for events beyond their control. Example: someone has an interview, they reserved the room and then something happens, and the library is closed or Wi-Fi is down, etc. and then they do not get the interview or the job.
- Harrison will review and add that to the policies. Review the revised at the April meeting.

## 9. COMMITTEE REPORTS

**A. Finance** – No business

**B. Building and Grounds Committee** - tbd with the ADHOC Maker Space Committee

**C. Personnel** - No business. Menerick would like to add Rusco to the personnel committee.

**D. Policy** –

- working on the director evaluation policy. Lannon felt the goal was to clarify the policy in existence.
- The next meeting is March 18 at 1:00 p.m.

## 10. DIRECTOR'S REPORT

- Peters reviewed the report. She shared comments from a staff member recently moved to full-time status and the benefit of having full-time employee health insurance coverage
- Reviewed the org chart for staff.
- All staff members are aware of staff schedules, who is working, what to do if someone is absent, and who is in charge.
- The monthly planner was revised to move the annual report completion/distribution to October.
- Working on a strategic plan was briefly discussed with a suggested template distributed. Strategic plans for other libraries are being researched.
- Peters distributed her 2024-2025 FY goals developed with inclusion of items that would be in the strategic plan or would complement the strategic plan.
- The question is whether we hire someone to guide us through the process or work on the

development of a new strategic plan in house. The thought expressed was that this could be done in-house (staff and board).

- A suggestion is that the strategic planning committee would set the larger goals, and the departments would fill in the objectives to go with the goals.

11. **PRESIDENT'S REPORT** – None

12. **PUBLIC COMMENT** – None

13. **TRUSTEE COMMENT** – None

14. **NEXT REGULAR MEETINGS**

Board Meeting: April 8, 2025, 2025, at 5:00 p.m. Lannon will not be at the meeting.

15. **ADJOURNMENT**

The meeting adjourned at 7:16 p.m.



Secretary  
Mary Jane Belter

President  
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant