



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 13, 2025**

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

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

Library Staff present: Anne Harrison, Ellen Peters, Eliza Fritz

City of Grand Haven Staff present: Emily Greene

Members of the Public: None

2. **APPROVAL OF AGENDA**

- 25-24 Motion by Menerick, second by DeWitt, to approve the amended agenda. The motion carried 8:0.**
Discussion

Additions to the Agenda under New Business:

Approve Niche Academy subscription
Sharp copy machine

3. **APPROVAL OF CONSENT AGENDA**

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

- A. Approve the regular meeting minutes of April 8, 2025
- B. Approve the special meeting minutes of April 22, 2025

4. **PUBLIC COMMENT** – None

5. **TREASURER’S REPORT**

- A. Balance Sheet Reports as of April 30, 2025
- B. Revenue and Expenditure Reports as of April 30, 2025
- C. Cash Summary Reports as of April 30, 2025
- D. Check Register as of April 30, 2025
- E. Sign City of Grand Haven contract
- F. Approve April invoice payments in the amount of \$ 629,384.16

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

- Bond payments were made in April for A and B.
- Collins: page 12 – property tax collections – do we get taxes twice a year?
- Greene: one more deposit after settlement. Adjusting the GHT amount. Penal fines come in once a year – May/June. They are lower again this year.
- Collins: page 18 – questions about the net revenue and expense report
- Menerick: How are we doing with MERS?
- Greene: We are not over funding it. An evaluation is done which tells the LDL what the required contribution should be. We are funding at a 2% surplus over the required payment. Our unfunded liability will increase. Once bond payments are done, we can then increase the percentage paid into the surplus.
- Greene: Agreement for services: city council approved it.

25-26 Motion by Rusco, second by Menerick, to approve April 2025 invoice payments in the amount of \$629,384.16. The motion carried 8:0.

Discussion:

- Discussion of the longevity payments: this will be two or three employees per year at varied rates. It is built into the personnel spread sheet.
- Budget meetings, finance committee meetings were held.
- Health insurance pool: current budget has a built in 20% increase, it will most likely be less.
- The Pool is a conglomerate of a number of organizations and governmental units.
- Greene recommends that we make the move. This has discussed this with the Pool rep. The current carrier has not been that great. This will provide better coverage for staff.

6. TRUSTEE COMMENT

- Menerick commented on her term, another applicant has submitted their name. Peters and Menerick did a presentation at the Ferrysburg City Council. They discussed lockers for Ferrysburg, will be seeing products and some of the prices. Menerick thinks a place at Leppinks would be a good location there. The Council members expressed viewing the placement, decision where to locate.
- Peters: there is a line item in the 2025-2026 budget for \$20,000 for lockers
- Peters talked to the superintendent and Mary Jane Evink about this.
- There was a discussion about a stipend for the position of LDL board secretary and governmental units paying their representatives a meeting attendance stipend. The suggestion of a stipend for the LDL Board secretary will not be pursued.
- Longstreet commented that he receives a meeting stipend from Robinson, DeWitt did not know and will pursue this. GH Township pays a meeting stipend to their LDL representatives (and all board and committee members)

7. UNFINISHED BUSINESS

- A. Motion to approve Staff Recognition, with taxes on the award being absorbed into personnel compensation.**

25-27 Motion by Rusco, second by Collins, to approve Staff Recognition, with taxes on the award being absorbed into personnel compensation. The motion carried 7:1 (Menerick).

B. Survey for board members re: services/maker space – review of survey results

- Printed the results discussed
- Highlights – people really want arts and craft items and technology. This gives a good indication of how to move forward with this space. Good return on results.
- People want more Saturday hours. This was especially evident for people working during the week, and more programming on the weekends.
- Next step: begin looking at the requests. The library recently acquired a donated 3D printer from Nick Waanders. Staff are reaching out to other libraries that have a maker space to help make the decisions. There is consideration to take the current Collection and Development room and use that for the artist's place. Staff will need to discuss that with Smith and Runschke.
- Collins expressed appreciation to staff for the survey and that varied age groups/demographics were taken into consideration and their suggestions were taken into consideration.
- Peters: the survey responses have shown that more contact needs to be made with other age groups.

C. Contract for Architektura services for Waanders Maker Space

- Peters signed the contract, no issues with working together (Smith and Runschke)
- There was a discussion of waiting until the June meeting to review the plans from the architect or hold a special meeting? Lannon commented that she would like to get the plans out to the public as soon as possible. There are scheduling issues for board members. It was decided to have the Ad hoc committee meet to review the plans with notice given to other board members if they are able to attend.
- Peters commented that other donations will be needed to fully fund the Maker's Space.
- Belter stressed coordination with the family on the solicitation of funds.

8. NEW BUSINESS

A. Approve Tovertafel Pixie purchase using \$20,000 donated funds.

25-28 Motion by Belter, second by Menerick, to approve the Tovertafel Pixie purchase using \$20,000 donated funds. The motion carried 8:0.

Discussion:

- Peters explained what the equipment is, what it does, how this fits with dementia patients and helps with their treatment.
- Harrison: Mark Sherwood had reached out to LDL regarding a donation for any items that were on the library's 'wish list.' The Sherwood family was in favor, and the GHACF was contacted, and the library has already received the funding. This will be put into the maker space and will be portable for use in outreach.
- Collins: special training required? The company representative walked everyone through it;

special training is required.

B. Motion to move health insurance broker from OVD to The Pool.

- 25-29 Motion by Menerick, second by Rusco, to change LDL staff health insurance coverage from OVD to the Insurance Pool. Options 1 for PPO and HAS Plans for improved health insurance coverage for LDL staff with a \$7281 budget increase for FY 25/26 with an overall savings past few years.
The motion carried 8:0.**

C. Set Public Hearing to review FY 2025/2026 budget for Tuesday, June 10, 2025, at 5:00 p.m.

- 25-30 Motion by Brooks, second by Belter, to set the public hearing for the FY 2025/2026 budget for Tuesday, June 10, 2025, at 5:00 p.m. The motion carried 8:0.**

D. Peters will send Public Hearing Notice to the Grand Haven Tribune – Monday, May 19, 2025

E. Niche Academy

- 25-31 Motion by Menerick, second by Rusco, to approve the Niche Academy subscription which will be used for online staff and patron training and purchase the contract for the 5-year plan.
The motion carried 8:0.**

Discussion:

- Discussed the options of one, three, and five years.

F. Sharp copy machine

- 25-32 Motion by Menerick, second by DeWitt, to approve the plan as outlined: The company will supply three refurbished machines and extend the current maintenance agreement.
The motion carried 8:0.**

Discussion:

- Library is at the end of the free 24-month rental with an option to either purchase or renegotiate the agreement. Continuation of a maintenance agreement that we already have. The three machines currently in place are at their end of life, cannot be repaired.

6:53 p.m. – Menerick left for another commitment.

9. COMMITTEE REPORTS

A. Finance –

- Meeting on Thursday, May 8, 2025. Peters reviewed the meeting minutes.

B. Building and Grounds Committee – No Business

C. Personnel –

- Meeting on Tuesday, May 13, 2025. The committee reviewed materials for the director's evaluation.

D. Policy –

- Meeting on Tuesday, May 20, 2025, at 1 p.m.- meeting cancelled

E. Waanders' Maker Space Ad hoc Committee

- Set meeting to review architectural plans – when plans are in, send out meeting date options

10. DIRECTOR'S REPORT

- Brief review of the report and items in it
- Included list of conferences peters will be attending

11. PRESIDENT'S REPORT – None

12. PUBLIC COMMENT – None

13. TRUSTEE COMMENT – None

14. NEXT REGULAR MEETINGS

Board Meeting: June 10, 2025, 2025, at 5:00 p.m.

15. ADJOURNMENT

The meeting adjourned at 7:21 p.m.



Secretary
Mary Jane Belter

President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer