



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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
August 12, 2025**

1. **The meeting was called to order at 5:03 p.m. in Program Room B by President Caryn Lannon.**

**Board members present:** Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Andrea Morano, Cathy Rusco, Carol Sanchez

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

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

**Members of the Public:**

2. **RECOGNITION OF OUTGOING BOARD**

3. **WELCOME INCOMING BOARD**

- **Carol Sanchez – new representative from Grand Haven Public Schools**
- **Andrea Morano – new representative for Ferrysburg**

4. **APPROVAL OF AGENDA**

**25-55 Motion by DeWitt, second by Sanchez, to approve the agenda. The motion carried 8:0.**  
Discussion: None

5. **APPROVAL OF CONSENT AGENDA**

**25-56 Motion by Rusco, second by DeWitt to approve the consent agenda. The motion carried 8:0.**  
Discussion:

- Corrections were suggested for the minutes

A. Approve the regular meeting minutes of June 10, 2025

6. **PUBLIC COMMENT – None**

7. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of July 31, 2025
- B. Revenue and Expenditure Reports as of July 31, 2025
- C. Cash Summary Reports as of July 31, 2025

- D. Check Register as of July 31, 2025
- E. Approve July invoice payments in the amount of \$199,574.31

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

- Greene: Gave a brief overview of the Treasurers report. Audit begins next week, and will present final at the October meeting.
- There were questions about how revenue was input for projects happening in the next fiscal year, when donations o grants were acquired in previous fiscal year.

**25-57 Motion by Sanchez, second by Rusco, to approve July 2025 invoice payments in the amount of \$199,574.31. The motion carried 8:0.**

**8. TRUSTEE COMMENT**

- Rusco – Appreciation and recognition of Jeanette Weiden for her recent accomplishments in the Local History and Genealogy
- Collins – Michigan Right to Read – protect the freedom to read if anyone would like to sign the online petition

**9. UNFINISHED BUSINESS**

**A. Election of Board of Trustee Officer for FY2025-2026:**

**1. Secretary: Cathy Rusco**

**25-58 Motion by DeWitt, second by Longstreet, to appoint Cathy Rusco as Secretary of the Board of Trustees. The motion carried 8:0.**

**B. Discuss Committees**

- Peters: Now that we have new board members, we want to make sure they have an equal opportunity to join a committee
- Policy, Personnel, and Executive Committees will no longer be meeting
- There was discussion of if each committee needs two/three board members present
- All information would still be brought to the Board for approval

**C. Board President assigns committee members/chairs for FY2025-2026**

- Sanchez would like to join the Bylaw Ad hoc
- Morano would like to join the Waanders' Maker Space Ad hoc Committee

**10. NEW BUSINESS**

**A. Motion to approve Digital Image Request and Use Policy**

**25-59 Motion by Sanchez, second by DeWitt, to approve the Digital Image Request and Use Policy. The motion carried 8:0.**

Discussion:

- We want to make sure there is a policy in place for when the public asks for copies of photos, limitations, and how credit is given to us for images we provide
- There is no charge for these transfer of files.

**B. Discuss Dental Insurance and Medical HSA Insurance Premium Increases**

- Tabled, data not available yet

**11. COMMITTEE REPORTS**

**A. Finance**

- Audit Occurring August 18, 2025. Will be presented at October Board Meeting.

**B. Building and Grounds Committee**

- Committee Members were confirmed. Meeting to review FY2025-26 Capital Improvement projects will be August 18 at 9:30 a.m.

**C. Personnel**

- HR Manager at City of Grand Haven will distribute and coordinate Director Evaluation with the Board

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

- Discuss updates & grant / Ad hoc committee meeting will be set when after receiving contractor bids.
- Peters will set meeting
- Waanders family promised \$50,000 for full \$200,000 total

**E. Bylaws Ad hoc Committee**

- Assigned committee and Collins will set meeting date. Bylaws attached.

**12. DIRECTOR'S REPORT**

- Peters briefly covered items in the Director's report.
- Highlighted great Youth and other staff programs and outreach work.
- Excited for Waanders' Maker Space/Art Studio moving forward.

**13. PRESIDENT'S REPORT**

- Son got married!
- Wondered about 4:30 p.m. Board Meeting time.
- Others were concerned if public could make that. Keeping meetings at 5:00 p.m., but Peters will add to agenda for next meeting to discuss further.

**14. PUBLIC COMMENT - None**

**15. TRUSTEE COMMENT - None**

**16. NEXT REGULAR MEETINGS**

Board Meeting: September 9, 2025, at 5:00 p.m.

**17. ADJOURNMENT**

The meeting adjourned at 6:03 p.m.

Secretary  
Cathy Rusco

President  
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer