



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, August 12, 2025

Time: 5:00 p.m.

Place: Loutit District Library, Program Room B

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. RECOGNITION OF OUTGOING BOARD

3. WELCOME INCOMING BOARD

4. APPROVAL OF AGENDA

5. APPROVAL OF CONSENT AGENDA

1. Approve the regular meeting minutes of July 8, 2025

Pages 1-5

6. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

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

Pages 6-10

Pages 11-17

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Pages 19-20

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8. TRUSTEE COMMENT

9. UNFINISHED BUSINESS

- A. Election of Board of Trustee Officer for FY2025-2026:
 1. Secretary
- B. Discuss Committees
- C. Board President assigns committee members/chairs for FY2025-2026

Pages 21-22

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10. NEW BUSINESS

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

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B. Discuss Dental Insurance and Medical HSA Insurance Premium Increases - see Tuesday handout

11. COMMITTEE REPORTS

A. Finance Committee

No Meeting

B. Building and Grounds Committee

1. Meeting to review FY2025-26 Capital Improvement projects will be set in August after committee members are determined for new fiscal year.

C. Personnel

1. Ad Hoc Committee for Executive Director's Eval

D. Waanders' Maker Space Ad hoc Committee

1. Discuss updates & grant / Ad hoc committee meeting will be set when after receiving contractor bids.

E. Ad hoc Committee to review Bylaws

1. Assign committee and set meeting date. Bylaws attached.

Pages 25-33

12. DIRECTOR'S REPORT

Pages 34-37

13. PRESIDENT'S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. NEXT BOARD MEETING: September 9, 2025

17. ADJOURNMENT

Loutit District Library

Board of Trustees

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.