



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 8, 2025**

1. **The meeting was called to order at 5:02 p.m. in Program Room B by President Caryn Lannon.**

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

2. **RECOGNITION OF OUTGOING BOARD**

- GHAPS' Superintendent, Kristin Perkowski, recognize Mary Jane Belter for many years of service
- Gave update on upcoming strategic plan
- Menerick thanked Belter for all her years of knowledge and kindness towards all board members
- Peters thanked Belter for years of service and dedication to LDL

3. **WELCOME INCOMING BOARD**

- Peters welcomed Carol Sanchez to the Board of Trustees
- Sanchez briefly introduced herself and overviewed her experience with libraries and boards

4. **APPROVAL OF AGENDA**

25-46 Motion by Menerick, second by DeWitt, to approve the agenda. The motion carried 8:0.

Discussion: None

5. **APPROVAL OF CONSENT AGENDA**

25-47 Motion by DeWitt, second by Menerick, to approve the consent agenda. The motion carried 8:0.

Discussion:

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

6. **PUBLIC COMMENT - None**

7. TREASURER'S REPORT

- A. Balance Sheet Reports as of June 30, 2025
- B. Revenue and Expenditure Reports as of June 30, 2025
- C. Cash Summary Reports as of June 30, 2025
- D. Check Register as of June 30, 2025
- E. Approve May invoice payments in the amount of \$85,453.89

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

- Greene: Since it is the end of fiscal year, finances in this packet are not final numbers. We are still receiving payments and end of the month payroll.
- LDL Audit is scheduled for August 18, 2025
- Transitioned to The Pool for insurance broker – covering more things and better insurance – Carla and Taylor are working through the new paperwork to help make a smooth transition of service
- Peters: wanted to relay message from Marianne Case that these are preliminary numbers and not finalized! The board will have better numbers next month.
- Lannon: question about the 4th Street door fixing – there was improperly installed wiring – all fixed now
- Menerick: How are we doing on MERS payments?
- We on track right now – proposed to make 2% over until the bonds were paid off and are in good shape – we are as ahead as we planned on being and are on track

25-48 Motion by Brooks, second by Rusco, to approve June 2025 invoice payments in the amount of \$85,453.89. The motion carried 8:0.

8. TRUSTEE COMMENT

- Menerick and DeWitt shared their positive experience at the ALA Conference in Philadelphia. Board discussed how important it is to go every year.
- Collins expressed appreciation for Harrison for how hard she worked with the absence of Lidacis, taking on more responsibilities. Lidacis has started a smoother transition for working with vendors. Board applauds all her work, especially when Peters was out as well.

9. UNFINISHED BUSINESS

- A. Request motion to approve Executive Director evaluation tool as recommended by Personnel Committee as amended.**

25-49 Motion by Rusco, second by Sanchez. The motion carried 8:0.

Discussion:

- There was discussion of edits/additions for clarification

10. **NEW BUSINESS**

A. Election of Board of Trustees Officers for FY2025-26

1. President: Caryn Lannon

25-50 Motion by Longstreet, second by Collins, for Caryn Lannon to continue serving as Board President. The motion carried 8:0.

2. Vice President: Nancy Collins

25-51 Motion by Lannon, second by Menerick, for Nancy Collins to continue serving as Board Vice-President. The motion carried 8:0.

3. Treasurer: Marc Longstreet

25-52 Motion by Lannon, second by Sanchez, for Marc Longstreet to continue serving as Board Treasurer. The motion carried 8:0.

4. Secretary: Lisa Menerick

25-53 Motion by Rusco, second by DeWitt, for Lisa Menerick to serve as Board Secretary. The motion carried 8:0.

B. Discuss Committees

- Peters discussed the idea of eliminating unnecessary committees to reduce number of meetings and increase communication for all board members. Building and Grounds would be helpful to meet once a year in August to discuss major capital improvement projects. Have one standing meeting and schedule more if needed, because most improvements/fixes are emergencies and cannot wait until a scheduled meeting.
- Eliminate Policy Committee – create temporary ad hoc to review board bylaws
- Eliminate Executive Committee if bylaws allow
- Finance Committee will meet twice a year – once to establish budget – once to discuss director's evaluation
- Personnel Committee meet twice a year to coordinate and discuss director's evaluation

C. Motion to adopt FY 2025-26 Board of Trustees Meeting Schedule

25-54 Motion by Menerick, second by DeWitt. The motion carried 8:0.

Discussion: None

11. **COMMITTEE REPORTS**

A. Finance – Meeting is scheduled for August 13 at 4:00 p.m.

B. Building and Grounds Committee – will send email to review dates that Ross and Lidacis can attend.

C. Personnel

- Will meet November 6 at 4:00 p.m. to discuss director's evaluation

D. Policy

- Will not have going forward.

E. Waanders' Maker Space Ad hoc Committee

- Committee Members: Rusco, Brooks, Harrison, Peters, Lidacis
- Discuss July 8, 2025 meeting in Director's Report

F. Bylaws Ad hoc Committee

- Collins – Chair, Rusco, Harrison, Mary Jane Belter
- Collins asked members to look over current bylaws and let Peters know what we need to look at. There was discussion of what should be included.

12. DIRECTOR'S REPORT

- Peters briefly covered items in the Director's report.
- Calgary Conference (Rotary International) was amazing – talked with Loutit Foundation about possible capital improvements – talked about different sessions she was excited about.
- Kickoff Party had well over 1000 people attend – biggest turnout yet – so proud of the staff and how hard they worked
- Ad hoc Maker Space – ready to move forward with current plans for two rooms – putting out a press release soon thanking the Waanderers family and asking for future donations to the project.
- Discussion of the potential parking issue with the Marriot coming in 2027

13. PRESIDENT'S REPORT – None

14. PUBLIC COMMENT – None

15. TRUSTEE COMMENT

- Menerick expressed her support of solar panels for the roof of the potential new parking garage

16. NEXT REGULAR MEETINGS

Board Meeting: August 12, 2025, at 5:00 p.m.

17. ADJOURNMENT

The meeting adjourned at 7:13 p.m.

Catherine A. Rusco

Caryn Lannon

Secretary
Cathy Rusco

President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer