



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 10, 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**

25-33 Motion by Menerick, second by DeWitt, to approve the amended agenda. The motion carried 8:0.
Discussion

Edits to Agenda:

Removed item F from new business

Under Unfinished Business add presentation of the director's evaluation

3. **PUBLIC HEARING: PROPOSED FISCAL YEAR 2025-2026 LIBRARY MILLAGE RATES**

25-34 Motion by Belter, second by Menerick, to open the public hearing on the FY 2025-2026 library millage rate. The motion carried 8:0.

Roll Call Vote:

Belter - y

Brooks -y

Collins -y

DeWitt -y

Lannon -y

Longstreet -y

Menerick -y

Rusco -y

The hearing opened at: 5:03 p.m.

Discussion:

- Collins: Question if the tax year should be listed as 2025-2026.
- Greene: no collected by the tax year – will be 2025

25-35 Motion by Brooks, second by Menerick, to close the public hearing on the FY 2025-2026 library millage rate. The motion carried 8:0.

Roll Call Vote:

Belter - y

Brooks -y

Collins -y

DeWitt -y

Lannon -y

Longstreet -y

Menerick -y

Rusco -y

The hearing opened at: 5:07 p.m.

4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2025-2026 LIBRARY BUDGET

25-36 Motion by Belter, second by Menerick, to open the public hearing on the FY 2025-2026 library budget. The motion carried 8:0.

Roll Call Vote:

Belter - y

Brooks -y

Collins -y

DeWitt -y

Lannon -y

Longstreet -y

Menerick -y

Rusco -y

The public hearing on the proposed FY 2025-2026 LDL budget opened at 5:08 p.m.

Discussion: Emily Greene, City of Grand Haven financial department, reviewed the budget.

- Collins: Pg 5: numbers for the maker's space. Peters: the numbers should be accurate
- State aid – how much? Greene: projecting \$20k this year 19k next year
- Collins: Pg 7: how would the hours change on Saturday and when?
- Peters: hours will change in fall, stay open until 4:00 p.m. instead of 2:00 p.m. Effort to do more programming on weekends. Harrison added – the weekend after Labor Day
- Collins: when do we start union negotiations?

- Contract ends June 30, 2026. Greene stated discussions will start in January or February, 2026 because of budget implications and this needs to be taken into consideration for the budget
- Collins: Pg 12: question about the targeted fund balance – is 25% too high?
- Once bond payments are done, that will be more realistic. Until the bonds are paid off, the fund balance will be less.
- Collins: Pg 16: total estimated revenue? Greene: half of that is the new millage
- Collins: Pg 18: increase in misc?
- Peters: that is due to a satellite location for drop boxes/lockers
- Peters: Discussed looking to the Loutit Foundation to help with major expenses – boiler, roof, etc.
- Peters discussed this with one of the members of the Loutit Foundation board and it was a positive comment. When Marty Lidacis returns, he will reach out to our contractors to begin the process of getting cost estimates for major items.

25-37 Motion by Brooks, second by DeWitt, to close the public hearing on the FY 2025-2026 library budget. The motion carried 8:0.

Roll Call Vote:

Belter - y

Brooks -y

Collins -y

DeWitt -y

Lannon -y

Longstreet -y

Menerick -y

Rusco -y

The public hearing on the proposed FY 2025-2026 LDL budget closed at 5:28 p.m.

5. APPROVAL OF CONSENT AGENDA

25-38 Motion by Menerick, second by DeWitt, to approve the consent agenda. The motion carried 8:0.

Discussion:

A. Approve the regular meeting minutes of May 13, 2025

B. Approve the following Purchase Orders for FY 2025/26: \$ 775,791.00

2550 Priority Health for FY 2025/26 Insurance Premiums \$180,000.00

2551 Lakeland Library Cooperative Services FY 2025/26 \$27,000.00

2552 City of Grand Haven Finance, BS&A, & HR Services FY 2025/26 \$80,500.00

2553 Vredeveld Haefner LLC for June 30, 2024, Auditing Services \$7,250.00

2554 MCLS for Overdrive FY 2025/26 for E-Books \$34,000.00

2555 Overdrive Advantage E-Books FY 2025/26 \$34,000.00

2556 BHS Insurance for Property & Liability Insurance FY 2025/26 \$19,288.00

2557 GHAPS Technology Services FY 2025/26 \$53,000.00

2558 Spring Lake District Library – Share of Ferrysburg Penal Fines \$12,000.00

2559 Howard Miller Library – Zeeland School District \$50,000.00
2560 Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2025/26 \$17,013.00
2561 Michigan Gas Utilities FY 2025/26 \$17,000.00
2562 City of Grand Haven Board of Light & Power FY 2025/26 \$83,000.00
2564 Hoopla Electronic Database FY 2025/26 \$38,000.00
2566 Envisionware Service and Software Licensing FY 2025/26 \$ 9,250.00
2567 Foster Swift Collins & Smith PC Legal Services FY 2025/26 \$5,000.00
2568 Kanopy, LLC Electronic Database FY 2025/26 \$6,000.00
2569 Delta Dental for FY 2025/26 Insurance Premiums \$14,500.00
2570 Verizon Wireless FY 2025/26 \$6,350.00
2571 Mobile Beacon Hotspots and Fognet Data – FY 2025/26 \$5,200.00
2572 Van Dyken Mechanical for HVAC Services – FY 2025/26 \$9,000.00
2573 City of Grand Haven – Water Utilities FY 2025/26 \$8,500.00
2574 Z's Green Clean \$60,000.00

6. **PUBLIC COMMENT – None**

7. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of May 31, 2025
- B. Revenue and Expenditure Reports as of May 31, 2025
- C. Cash Summary Reports as of May 31, 2025
- D. Check Register as of May 31, 2025
- E. Approve May invoice payments in the amount of \$100,018.30

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

- Greene: focus was on the budget, no issues
- Lannon: question about the leaking valve. Harrison explained the situation
- Greene: the City has hired an HR manager, came from Ottawa county

25-39 Motion by Brooks, second by Menerick, to approve May 2025 invoice payments in the amount of \$100,018.30. The motion carried 8:0.

8. **TRUSTEE COMMENT**

- Brooks: Building and Grounds committee has not met yet there is a considerable amount of building and grounds items on the agenda. He feels that the committee should meet more often, get more extensive discussion. Harrison: many of the items addressed are emergency items, cannot wait for the building and grounds committee to meet and address.
- Peters suggested that perhaps once Lidacis gets back and has time to put together proposals, the Building and Grounds committee can meet.
- Collins expressed a concern with doing that; the board members on the committee have the information but it still needs to be repeated at a board meeting for those board members not on the committee.

- Harrison: another issue is that sometimes a vendor can come in quickly and there is not time to call a committee meeting. Bigger projects are in the discussion stage, once more information is in hand, then committee meetings can be called.
- Menerick mentioned the Executive Director's evaluation and the relayed the work with preparation for committee meetings.
- Lannon: suggested an August meeting of the committee with Ross Smith if Lidacis has the information on future planning
- Brooks: glad to see expansion of the Saturday hours. The library is moving back to previous hours; there is more to offer. Peters: this is a result of taking cues from the patron survey.
- Brooks: complimented Peters for establishing more full-time jobs vs part-time employees. This gives the employee a better chance to be part of the organization, establish continuity.
- Menerick: thanked the staff for organizing the landscape and design garden class, well attended.
- Longstreet: compliments to Peters and the staff for handling questions and putting forth the Library's position on banned books and the issues coming up in other libraries.
- Lannon: their students are excited about the Percy Jackson event which coordinates with their reading.
- Menerick: the firing of a Library of Congress staff member should not have happened.

9. UNFINISHED BUSINESS

- A. Termination of Medical Insurance with OVD – move to The Pool
- Discussion: this has been completed. New insurance was presented to the staff. The Pool is the advocate for any claim issues which is very helpful.
- B. Director's Evaluation**
- Discussion of the format for the evaluation.
 - Evaluation has been streamlined. Menerick reviewed the evaluation.
 - Lannon: is it able to be sent as an electronic form? Yes
 - Brooks raised the question about explaining the reason for having to explain if giving a one. The feedback would provide suggestions for areas that are problematic, why and help with improvements.

25-40 Motion by Brooks, second by Rusco, to approve the Executive Director's evaluation form at the July meeting. The motion carried 8:0.

Discussion:

- Collins thanked the personnel committee for all of their work.

10. NEW BUSINESS

- A. Consideration of a motion to approve a resolution to set the 2025 property tax levy for operating purposes at .9352 mill and the supplemental millage at .1547, and to set the 2025 property tax levy for debt retirement purposes at .1150 mill**

25-41 Motion by Brooks, second by Belter, to approve a resolution to set the 2025 property tax levy for

operating purposes at .9352 mill and the supplemental millage at .1547, and to set the 2025 property tax levy for debt retirement purposes at .1150 mill. The motion carried 8:0.

Roll Call Vote:

- Belter - y
- Brooks -y
- Collins -y
- DeWitt -y
- Lannon -y
- Longstreet -y
- Menerick -y
- Rusco -y

B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2025-2026 Fiscal Year and to appropriate funds for said purposes, as follows:

| | Revenue | Expenditure |
|----------------------------|-------------------------|------------------|
| General Fund | 3,924,990 | 3,924,185 |
| Maintenance Fund | 12,000 projected | 150,000 |
| Debt Service A Fund | 350,320 | 335,125 |
| Debt Service B Fund | 328,900 | 328,900 |

25-42 Motion by Belter, second by Brooks. The motion carried 8:0.

Roll Call Vote:

- Belter - y
- Brooks -y
- Collins -y
- DeWitt -y
- Lannon -y
- Longstreet -y
- Menerick -y
- Rusco -y

C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library’s health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library’s Personnel Policy:

Family Coverage \$1,000

Double Coverage \$750

Single Coverage \$500

These payments are distributed bi-weekly as part of the employee’s pay.

25-43 Motion by Belter, second by Menerick. The motion carried 8:0.

Discussion:

- Collins : what are the dollar amounts currently?
- These are the same annual amounts, as laid out in the union contracts.

D. Motion to approve letter of support for the decision to establish a new Grand Haven’s Children’s Museum on the north side of Central Park Place.

25-44 Motion by Menerick, second by Belter. The motion carried 8:0.

Discussion:

- Peters relayed discussions with the representatives of the proposed museum. Board members raised concerns about parking but agreed that this would be a good fit next to the library and the possibilities of collaboration.

E. Motion to approve two Bibliotheca Self-Checks/Adjustable Kiosks for \$28,378.00

25-45 Motion by Menerick, second by DeWitt. The motion carried 8:0.

Discussion:

- Brooks: Is this a Building and Grounds item?
- Peters and Harrison explained that the self-checks are technology related, not Buildings and Grounds.
- Brooks – what is the cost this is replacing.
- Harrison explained that as of September the current self-checkouts will not be supported because of age. Ordering now, the money is in the budget. Waiting and they would need to be purchased from the 2025-2026 budget if funds were available.
- Discussed with other libraries that have this system. Will be easily transferrable to RFID use if we go that route down the road.
- These will be more assessable.
- Menerick: East Grand Rapids has this. Easy for kids to access.
- Collins: how does this integrate with the software for checking things out, impact on circulation. Easy for patrons to use
- Collins: when installed?
- Harrison: Order tomorrow, installation probably in July.
- Rusco: going to the conference in a couple of weeks – might they see something else?
- Harrison: this is the newest version, if we wait you have to go into the next budget year.
- Peters: this company is well known, probably the best.

11. COMMITTEE REPORTS

A. Finance – No Business

B. Building and Grounds Committee – No Business. Work towards an August meeting

C. Personnel

- Met May 13, 2025, and June 10. Presented the director's evaluation form to be used.

D. Policy

- Will meet in July, cancel the June meeting.

E. Waanders' Maker Space Ad hoc Committee

- Discuss next steps / committee meeting:
- Update from Peters: need to set up a committee meeting
- Progress report: architect did some plans; the user survey was heavy on art related opportunities; there have been discussions about going into the cataloging space which would allow for a dedicated art/creation area. Plans have been drawn for two different areas. Pottery and the kiln would have to be a phase two project because of all of the costs involved. The plan for now is to do the tech side and the art space. Continue the discussion about perhaps a pottery studio and what the costs would be.
- Peters had a video call with the Waanders family and reviewed the plans including the separate artisan space. With a more realistic idea of the total cost, the family committed another \$50,000. They won't donate the money yet, as more fundraising will be done first – the Waanders are willing to help with that process. Peters and Harrison meeting with the GHACF for additional needed funding. The hope is to be able to do both rooms and have it all fully paid for through donations and grants.
- The plan is to also put in an office for Kate Tobin, so it will be staffed.
- The timeline is completion by June 2026
- Brooks: What about the cataloging space that staff currently uses? Peters: they need a permanent space, would use the conference room in the upper area conference room. Kerry FitzGerald will be located into the server room on a temporary basis.

12. DIRECTOR'S REPORT

- Peters briefly covered items in the Director's report.
- Peters discussed being contacted by the individuals working to bring the Marriott Hotel to the downtown area (old 5/3 building site). They must meet parking requirements and have proposed using the LDL lot on 4th Street in their proposal to meet the requirements because they will not have enough on-site parking. Peters has been approached by the GH city manager to discuss this issue. There is a meeting scheduled for Thursday, June 12.
- Board members expressed concerns about giving permission to use the lot by the hotel for their guests. This would impact LDL users. There is an agreement with the Masonic Temple that is in effect regarding the use of the lot.

13. **PRESIDENT'S REPORT** – None

14. **PUBLIC COMMENT** – None

15. **TRUSTEE COMMENT**

- Collins: thank you for thinking of the staff with planning, procedures that are made. She specifically mentioned the change from thermo paper

16. **NEXT REGULAR MEETINGS**

Board Meeting: July 8, 2025, at 5:00 p.m.

17. **ADJOURNMENT**

The meeting adjourned at 7:13 p.m.



Secretary
Mary Jane Belter



President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer