



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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
September 9, 2025**

1. **The meeting was called to order at 5:00 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. **APPROVAL OF AGENDA**

**25-60 Motion by Rusco, second by DeWitt, to approve the agenda. The motion carried 8:0.**

Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

**25-61 Motion by DeWitt, second by Morano, to approve the consent agenda as amended. The motion carried 8:0.**

Discussion:

- Corrections were suggested for the minutes
- A. Approve the regular meeting minutes of August 12, 2025

4. **PUBLIC COMMENT – None**

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of August 31, 2025
- B. Revenue and Expenditure Reports as of August 31, 2025
- C. Cash Summary Reports as of August 31, 2025
- D. Check Register as of August 31, 2025
- E. Approve July invoice payments in the amount of \$88,145.29

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

- Greene: Gave a brief overview of the Treasurers report.

- The audit was done last week. Auditors will be here to present at the October meeting.
- MERS liability is being paid down on the schedule we predicted. Once bonds are paid off, the annual contributions will increase.
- There were questions about specific line items in the Revenue and Expenditure Report.

**25-62 Motion by Collins, second by Rusco, to approve August 2025 invoice payments in the amount of \$88,145.29. The motion carried 8:0.**

**6. TRUSTEE COMMENT**

- Rusco: Hoping to revisit the discussion about moving the meeting time to 4:30 p.m. Consensus of board was to move meeting time from 5:00 p.m. to 4:30 p.m. Motion will be added to the October meeting agenda.
- DeWitt: Asked if board members can join the CPR/First Aid/AED training during the staff in-service training. We are trying to confirm if the instructors will allow it.

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**A. Motion to approve proposals for Pittman Asphalt Maintenance: Total Cost is \$ 13,650.**

\*\*Repair outside parking lot damage, rubber-seal major cracks, spray lot with single-coat sealant, and apply line-stripping for parking spaces for \$12,950.  
Also, apply line-stripping to parking spaces for underground parking for \$700.00

**25-63 Motion by Sanchez, second by Brooks, to approve proposals for Pittman Asphalt Maintenance. The motion carried 8:0.**

Discussion:

- Several different proposals were brought to the Building and Grounds Committee and recommended moving forward with the quote from Pittman. Need to be strategic with when this work can be completed due to current construction on Fulton St.

**9. COMMITTEE REPORTS**

**A. Finance**

- No Meeting

**B. Building and Grounds Committee (Brooks, Harrison, Lidacis, Fitzgerald, Smith)**

- Discuss Meeting held on 08/27/25 to review FY2025-26 Capital Improvement projects.
- There was discussion of a few specifics including interior locks, serenity room, roof repairs, and boiler replacement.

**C. Waanders' Maker Space Ad hoc Committee (Peters, Harrison, Rusco, Morano, Brooks, Griffin, Tobin, Fritz)**

- Discuss updates / Press release

- Meeting is in the works. Waiting to hear back from Architektura after connecting with contractors.

**D. Bylaws Ad hoc Committee (Collins, Harrison, Rusco, Sanchez)**

- Discuss meeting held on 08/25/25 to review existing bylaws.
- Collins: Want the process to be transparent, and suggestions are very welcome. Likely will be a full rewrite of the Bylaws because of the scope of changes suggested.
- Will be reaching out to our lawyer and the Library of Michigan lawyer to see if there are frameworks we can start from. ALA might be a good resource as well.
- There was discussion about specifics bylaws vs. policies, digital participation, and term limits.
- Next meeting is scheduled for 9/15 at 10:15 a.m.

**10. DIRECTOR'S REPORT**

- Peters briefly covered items in the Director's report.
- Discuss specifics of the HR process for health accommodations.
- Updates on Central Park Place.
- Lannon: Suggest adding Heartwood Lodge into our Outreach locations if it is within our district.

**11. PRESIDENT'S REPORT – None**

**12. PUBLIC COMMENT – None**

**13. TRUSTEE COMMENT – None**

**14. NEXT BOARD MEETINGS**

- October 14, 2025, Special Open Meeting: ANNUAL AUDIT 4:30 p.m. – Program Room B
- Board Meeting: October 14, 2025, at 5:00 p.m.

**15. ADJOURNMENT**

The meeting adjourned at 6:22 p.m.

Secretary  
Cathy Rusco

President  
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer