



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 14, 2025**

1. **The meeting was called to order at 4:33 p.m. in Program Room B by Vice President Collins.**

Board members present: Burton Brooks, Nancy Collins, Marc Longstreet, Andrea Morano (left at 5:32 p.m.), Carol Sanchez

Board Members Absent: Penni DeWitt, Cathy Rusco, Caryn Lannon

Library Staff present: Marianne Case, Anne Harrison, Ellen Peters, Eliza Fritz

City of Grand Haven Staff present: Emily Greene

Members of the Public:

2. **APPROVAL OF AGENDA**

- 25-64 Motion by Sanchez, second by Morano, to approve the agenda as amended. The motion carried 5:0.**

Discussion:

- Add **New Business Item F**. Motion to approve the removal of unused equipment/furniture by Harrison (**25-68**: Amended to list this motion as New Business Item A).

3. **Vredeveld Haefner, LLC reviews the FY 2024-25 Audit from 4:30pm – 5:00pm**

- Mike Vredeveld gave an overview of the FY 2024-25 Audit and its structure
- Questions were asked about the MERS accrued liability interest rate

4. **APPROVAL OF CONSENT AGENDA**

- 25-65 Motion by Brooks, second by Sanchez, to approve the consent agenda. The motion carried 5:0.**

Discussion: None

- A. Approve the regular meeting minutes of September 09, 2025

5. **PUBLIC COMMENT – None**

6. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of September 30, 2025
- B. Revenue and Expenditure Reports as of September 30, 2025

- C. Cash Summary Reports as of September 30, 2025
- D. Check Register as of September 30, 2025
- E. Approve July invoice payments in the amount of \$107,204.46

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

- Greene: Gave a brief overview of the Treasurers report.
- Biggest news is the audit. Wants to give recognition to Case for all her work.

25-66 Motion by Sanchez, second by Morano, to approve September 2025 invoice payments in the amount of \$107,204.46. The motion carried 5:0.

7. TRUSTEE COMMENT

- Longstreet: Robinson Township would like an update with everything happening with the library. He is willing to help Peters give the presentation. This meeting will be scheduled after the Annual Report is complete.
- Discussion of stipends for board members. Item will be added to the December agenda.

8. UNFINISHED BUSINESS

A. Approve Media Relations Policy

25-67 Motion by Sanchez, second by Morano, to approve the Media Relations Policy as amended, effective immediately. The motion carried 4:1 (Brooks).

Discussion:

- There was discussion of specific grammatical changes

25-68 Motion by Sanchez, second by Brooks, to approve the amendment to the previous amendment to the agenda, moving New Business Item F to New Business Item A. The motion carried 5:0.

9. NEW BUSINESS

A. Motion to approve the removal of unused equipment/furniture by Harrison

25-69 Motion by Longstreet, second by Brooks, to approve the removal of unused equipment/furniture from storage and program rooms by Harrison. The motion carried 5:0.

Discussion: None

Morano left at 5:32 p.m.

- B. Central Park Place partnership discussion with City of Grand Haven
 - Looking into the costs and benefits of utilizing space at the Central Park Place as temporary offices during the construction of the Maker's Space, storage, and programming venue.

- Board is supportive of the idea. They would like more information and logistics before moving forward with the project.
- C. Salary Study needed for union bargaining
 - Union negotiations begin in February. This decision needs to come from the board.
- D. New Sharepoint Resource page for Board of Trustees
 - Harrison reviewed basics of what resources are available to the board
- E. Strategic Plan Outline
 - Peters reviewed the outline provided. This is just a basic framework of dates. There will be a more detailed plan available after feedback is received.
 - Collins: Will the board have a chance to make formal input and approval?
 - Peters: It can be added to a future agenda, or a special meeting can be scheduled.
 - The board consensus was to schedule a special meeting to review just the overall goals and leave the specifics to staff.
- F. Discuss Short-Term Disability and Volunteer Life Insurance Options
 - Tabled until December meeting in order to vote, as a quorum was not present

10. COMMITTEE REPORTS

A. Finance

- No Meeting

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

- No Meeting

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

- Discuss updates and review action plan
- Hoping to have project bids by end of October, and project beginning as early as December of 2025

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

- Discuss meeting held on 09/15/25 to review existing bylaws.

11. DIRECTOR'S REPORT

- Peters briefly covered items in the Director's report.
- MeLCat update was given – State funding was secured to keep program

12. PRESIDENT'S REPORT – None

13. PUBLIC COMMENT – None

14. TRUSTEE COMMENT:

- Brooks: Keep working with the city, especially taking advantage of the office space next door

15. **NEXT BOARD MEETINGS**

NOVEMBER MEETING CANCELED DUE TO LIBRARY CLOSURE / IN-SERVICE STAFF DAY

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

16. **ADJOURNMENT**

The meeting adjourned at 6:24 p.m.

Secretary
Cathy Rusco

President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer