



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

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, December 9, 2025  
Time: 4:00 p.m. Strategic Plan Work Session  
Time: 5:00 p.m. Regular Board Meeting

Place: Loutit District Library, Program Room B

**AG E N D A**

- 1. STRATEGIC PLAN REVIEW AND DISCUSSION (4:00 – 5:00PM)** Pages 1-2
- 2. REGULAR BOARD MEETING: CALL TO ORDER AND ROLL CALL (5:00PM)**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT AGENDA**
  - A. Approve the regular meeting minutes of October 14, 2025 Pages 3-6
- 5. 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. Please state your name, address, and the subject of the comment.*
- 6. CLOSED SESSION: As permitted under the Open Meetings Act MCL 15.268(a), motion to go into closed session to discuss Executive Director's personnel evaluation and compensation. (ROLL CALL)**
- 7. TREASURER'S REPORT**
  - A. Balance Sheet Reports as of October 31, 2025 Pages 7-11
  - B. Revenue and Expenditure Reports as of October 31, 2025 Pages 12-18
  - C. Cash Summary Reports as of October 31, 2025 Page 19
  - D. Check Register as of October 31, 2025 Pages 20-21
  - E. Approve October invoice payments in the amount of \$ 101,217.32 Page 21
  - F. Approve November invoice payments in the amount of \$ 66,892.59 Page 36
  - G. Ten-Year Financial Plan from Greene Pages 37-41
- 8. TRUSTEE COMMENT**
- 9. UNFINISHED BUSINESS**
  - A. Amended Media Relations Policy attached (approved in October - no action needed). Pages 42-44

## 10. NEW BUSINESS

- A. Motion to approve HR Manager, Carlen, to contract a salary study in advance of Spring 2026 union negotiations – cost approximately \$10,000.
- B. Motion to move \$10,000 from Grand Haven Area Community Foundation to general fund to cover Salary Study (from Brooks' unendowed fund remainder from Microfilm project).
- C. Motion to set non-resident fee for 2026 with slight recommended increase Page 45
- D. Motion to set Board Meeting Dates for 2026 – choice of 4:30 or 5:00pm start times Pages 46-47
- E. Motion to set Library Closure Dates for 2026 Page 48
- F. Motion to approve Van Dyken Invoice #350969 for \$5,437.13 - August chiller repairs Page 49
- G. Motion to approve Architektura invoice # 001 for \$9,250 (makerspace design) Page 50
- H. Motion to pay monthly stipends to board members of \$30 per month (max allowed)
- I. Review Short-Term Disability and Volunteer Life Insurance Options to inform the motions: **Attachment A**
- J. Motion to approve increase in Life Insurance amount to \$100,000/\$50,000 from \$50,000/\$20,000 for an annual premium increase of \$1,147.08 beginning Jan. 2026
- K. Motion to add ability for staff to have Volunteer Life Insurance (increase coverage at employee expense).

## 11. COMMITTEE REPORTS

- A. **Finance Committee** - No Meeting
- B. **Building and Grounds Committee (Brooks, Harrison, Lidacis, Fitzgerald, Smith)** - No Meeting
- C. **Ad hoc Committee for Waanders' Maker Space / Art Studio (Peters, Harrison, Rusco, Morano, Brooks, Griffin, Tobin, Fritz)**
  - A. Review Schedule Page 51
- D. **Ad hoc Committee to review Bylaws (Collins, Harrison, Sanchez)** Pages 52-53
  - A. Update on meetings held on 10/27/25 and 11/20/25 to review bylaws.  
Next meeting scheduled for 12/15/2025

## 12. DIRECTOR'S REPORT

Pages 54-61

## 13. PRESIDENT'S REPORT

## 14. PUBLIC COMMENT

## 15. TRUSTEE COMMENT

## 16. NEXT BOARD MEETING:

January 13, 2026 at 5:00 pm - Program Room B

## 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.