



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

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

**1. STRATEGIC PLAN REVIEW AND DISCUSSION (4:00 – 5:00PM) The meeting was called to order at 4:10 p.m. in Program Room B by Ellen Peters.**

- Peters led a review of the draft of the Strategic Plan Outline. Peters summarized the origins of the plan from a library staff brainstorm, which led to a community survey to discover the library's strengths and needs.
- Discussion included possible additions to the plan:
  - a. Expand the Tech department, including more community engagement and AI education
  - b. Close gaps in community outreach, including all avenues to combat illiteracy
  - c. Explore options for adding a second branch to Grand Haven Township
  - d. Create a Master Plan for building and equipment maintenance
  - e. Pursue grants for adequate workspace
- Members liked the plan with some additions and further goal revision.

Strategic Plan Review meeting was adjourned at 5:06 p.m. There was a brief recess between the Strategic Plan Review and regular board meeting.

**2. The meeting was called to order at 5:12 p.m. in Program Room B by President Caryn Lannon.**

**Board members present:** Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon (4:20 p.m. arrival), Marc Longstreet (5:00 p.m. arrival), Andrea Morano, Cathy Rusco, Carol Sanchez

**Board Members Absent:**

**Library Staff present:** Anne Harrison, Martin Lidacis, Ellen Peters, Eliza Fritz

**City of Grand Haven Staff present:** Tahlor Carlen

**Members of the Public:** None

**3. APPROVAL OF AGENDA**

**25-70 Motion by Rusco second by Sanchez, to approve the agenda as amended. The motion carried 8:0.**

Discussion:

- Collins: requested to move New Business items F (Van Dyken Invoice #350969) and G (Artchitektura invoice #001) to Treasurer's Report because they involve financial information. Item

G was moved back to New Business because Emily Greene was not present to give financial report.

- Peters: Add New Business Item: Review Makerspace Bids from CopperRock Construction, Journey Construction Group, and Kasco Construction (with the possibility of approval)

**4. APPROVAL OF CONSENT AGENDA**

**25-71 Motion by DeWitt, second by Sanchez, to approve the consent agenda. The motion carried 8:0.**

Discussion: None

A. Approve the regular meeting minutes of October 14, 2025

**5. PUBLIC COMMENT – None**

- 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.

**25-72 Motion by Longstreet, second by Morano, to go into closed session to discuss Executive Director's personnel evaluation and compensation at the request of the Executive Director. The motion carried 8:0.**

- **ROLL CALL VOTE**

**Brooks - Y**

**Collins - Y**

**Dewitt - Y**

**Lannon - Y**

**Longstreet - Y**

**Morano - Y**

**Rusco - Y**

**Sanchez -Y**

**25-73 Motion by Sanchez, second by Morano, to leave closed session to discuss Executive Director's personnel evaluation and compensation. The motion carried 8:0.**

- **ROLL CALL VOTE**

**Brooks - Y**

**Collins - Y**

**Dewitt - Y**

**Lannon - Y**

**Longstreet - Y**

**Morano - Y**

**Rusco - Y**

**Sanchez - Y**

**25-74 Motion by Sanchez, second by Rusco to approve a 6% merit increase for Executive Director Ellen Peters. The motion carried 8:0.**

## 7. TREASURER'S REPORT

- A. Balance Sheet Reports as of October 31, 2025
- B. Revenue and Expenditure Reports as of October 31, 2025
- C. Cash Summary Reports as of October 31, 2025
- D. Check Register as of October 31, 2025
- E. Approve October invoice payments in the amount of \$ 101,217.32

**25-75 Motion by Rusco, second by Sanchez, to approve October 2025 invoice payments in the amount of \$101,217.32. The motion carried 8:0.**

- F. Approve November invoice payments in the amount of \$ 66,892.59

**25-76 Motion by Sanchez, second by Dewitt, to approve November 2025 invoice payments in the amount of \$66,892.59. The motion carried 8:0.**

- G. Ten-Year Financial Plan from Greene
- H. Motion to approve Van Dyken Invoice #350969 for \$5,437.13 - August chiller repairs

**25-77 Motion by Sanchez, second by Rusco, to approve Van Dyken Invoice #350969 for \$5,437.13 for August chiller repairs. The motion carried 8:0.**

Discussion: None

- Collins: Where is the funding coming from?
- Martin Lidacis: From Capital Improvement

**25-78 Motion by Rusco, second by Morano, to approve transfer of funds \$5,437.13 from the Maintenance Fund to the Capital Improvement Fund. The motion carried 8:0.**

## 8. TRUSTEE COMMENT

- Longstreet apologized for missing the strategic planning meeting. He also wanted to extend congratulations on the successful Sunday Concerts and Right to Read display.

## 9. UNFINISHED BUSINESS

- A. Amended Media Relations Policy attached (approved in October - no action needed).

## 10. NEW BUSINESS

- A. Motion to approve HR Manager, Carlen, to contract a salary study in advance of Spring 2026 union negotiations, including Assistant Director and Executive Director - cost approximately \$15,000.

**25-79 Motion by Rusco, second by Sanchez, to approve HR Manager, Carlen, to contract a salary study in advance of Spring 2026 union negotiations, including Assistant Director and Executive Director - cost approximately \$15,000. The motion carried 8:0.**

- B. Motion to move \$10,000 from Grand Haven Area Community Foundation to the General Fund to cover Salary Study (from Brooks' unendowed fund remainder from Microfilm project).
- There was discussion if money should be moved, and the board consensus was to just use the General Fund to cover the Salary Study.

C. Motion to set non-resident fee for 2026 with slight recommended increase

**25-80 Motion by Sanchez, second by Rusco, to set non-resident fee for 2026 with recommended increase. The motion carried 8:0.**

Discussion:

- Collins: Approximately how many people would be affected by the increase
  - Peters: Not many, mostly summer only residents
- D. Motion to set Board Meeting Dates for 2026 – choice of 4:30 or 5:00pm start times

**25-81 Motion by Longstreet, second by Brooks, to set Board Meeting Dates for 2026 with a 4:30 p.m. start time. The motion carried 8:0.**

Discussion:

- Lannon: Recommends we move from 5:00 p.m. to 4:30 p.m.
- E. Motion to set Library Closure Dates for 2026

**25-82 Motion by Rusco, second by Morano, to set Library Closure Dates for 2026. The motion carried 8:0.**

Discussion:

- There was question of why we would be closed on July 3 and July 4. The reason has to do with specifics decided in the union negotiations
- F. Motion to pay monthly stipends to board members of \$30 per month (max allowed)
- There was discussion about whether it should be the library's responsibility to pay the board members, or the municipalities. Some felt it was a conflict of interest. Board consensus was to table the vote until more clarification was received.
- G. Motion to approve Architektura invoice # 001 for \$9,250 (makerspace design)

**25-83 Motion by Sanchez, second by Morano, to approve Architektura invoice # 001 for \$9,250 for the Makerspace Design. The motion carried 8:0.**

Discussion: None

- H. Review Short-Term Disability and Volunteer Life Insurance Options to inform the motions
- I. 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

**25-84 Motion by Brooks, second by Morano, 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. The motion carried 8:0.**

Discussion:

- Discussion of if this should be tabled until union negotiations.
- J. Motion to add ability for staff to have Volunteer Life Insurance (increase coverage at employee expense). Tabled until union negotiations.

**25-85 Motion by DeWitt, second by Rusco, to add ability for staff to have Volunteer Life Insurance (increase coverage at employee expense). The motion carried 8:0.**

Discussion: None

- K. Review Makerspace Bids from CopperRock Construction, Journey Construction Group, and Kasco Construction (with possibility for approval)

**25-86 Motion by Rusco, second by Collins, to accept bid from Journey Construction Group for the building of the Makerspace, art studio, and exterior work for the amount of \$218,000, with funding provided by the Waanders' donation and Maintenance Fund for exterior work. The motion carried 8:0.**

Discussion:

- Discussed specifics of each bid. Peters, Harrison, and Lidacis were all most confident with Journey Construction Group even with the price difference because of their attention to detail, insightful questions, and support of libraries.

**11. 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)**

- Review Schedule

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

- Update on meetings held on 10/27/25 and 11/20/25 to review bylaws.
- Next meeting is scheduled for 12/15/2025 at 4:00 p.m.

12. **DIRECTOR'S REPORT** - Reach out with any questions

13. **PRESIDENT'S REPORT** - Thanked board for approving the bid for the makerspace

14. **PUBLIC COMMENT** - None

15. **TRUSTEE COMMENT** - None

16. **NEXT BOARD MEETINGS**

- Board Meeting: January 13, 2026, at 4:30 pm

17. **ADJOURNMENT**

The meeting adjourned at 7:13 p.m.

Secretary  
Cathy Rusco

President  
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer