



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 13, 2026**

1. **The meeting was called to order at 4:30 p.m. in Program Room B by VP Nancy Collins.**

Board members present: Burton Brooks, Nancy Collins, Penni DeWitt (4:33 p.m. arrival), Marc Longstreet, Andrea Morano, Cathy Rusco, Carol Sanchez

Board Members Absent: Caryn Lannon

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

City of Grand Haven Staff present: Emily Greene (4:52 p.m. arrival)

Members of the Public: None

2. **APPROVAL OF AGENDA**

- 26-01 Motion by Sanchez, second by Rusco, to approve the agenda. The motion carried 6:0.**

Discussion:

3. **APPROVAL OF CONSENT AGENDA**

- 26-02 Motion by Rusco, second by Sanchez, to approve the consent agenda. The motion carried 7:0.**

Discussion: None

- A. Approve the strategic plan/regular meeting minutes of December 9, 2025
- B. Approve the closed session meeting minutes of December 9, 2025

4. **PUBLIC COMMENT**

- Peters: The Wanderers will be here January 24, and invite all board members to attend.

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of December 31, 2025
- B. Revenue and Expenditure Reports as of December 31, 2025
- C. Cash Summary Reports as of December 31, 2025
- D. Check Register as of December 31, 2025
- E. Approve December invoice payments in the amount of \$ 71,357.36

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

- There was discussion of property tax revenue and budget amendments.

26-03 Motion by Brooks, second by Rusco, to approve December 2025 invoice payments in the amount of \$71,357.36. The motion carried 7:0.

6. TRUSTEE COMMENT

- Rusco: Visited the Plymouth Library – they have “Ask an Expert” programs to learn to how to use things in the Makers Space
- Harrison: Kate Tobin got an opportunity to do a conference that highlighted that idea, and is looking into ways to impliment at Loutit

7. UNFINISHED BUSINESS

- A. Motion to approve amended Executive Director Annual Performance Review Policy (motion was moved until next meeting).
- Peters has updated the policy to match the process that was followed this past year.
 - Collins: Suggested to add “digitally” so that all data would be collected automatically. There was concern raised to if that meets ADA requirements. Consensus was to keep wording.
 - Collins: Asked to remove “anonymously” from comments and ratings
 - There was discussion of when/where the goals should be set and approved by the board
 - There was consensus that the Executive Director will develop new goals based on the evaluation results.

8. NEW BUSINESS

- A. Motion to request (non-Brooks’) non-endowed funds totaling \$5,753 from Grand Haven Area Community Foundation to help fund Salary Study.

26-04 Motion by Sanchez, second by Longstreet, to request (non-Brooks’) non-endowed funds totaling \$5,753 from Grand Haven Area Community Foundation transferred into the General Operating Fund to help fund Salary Study. The motion carried 6:0 (DeWitt abstained from the vote).

- Peters reviewed the information.
 - DeWitt: How would the raises be distributed, lump sum or incremental? Do we have the ability to freeze wages? She raised concern that staff might “price themselves out of a job.”
 - Peters: We would use an outside organization to run the study so that it is unbiased and accurate to libraries specifically.
 - Greene: Since it would be agreed upon in union negotiations, the board would not have authorization to change it.
- B. Discuss alternative options to fund Salary Study.
- Could use the Carnegie Funds, could come from other areas
 - Peters: Do we need board approval, or is it okay if we just find it within the budget somewhere?

- Consensus was yes, as long as it is within the budget.
- C. Motion to approve replacing both boilers – cost \$128,415 less \$50,000 granted from Loutit Foundation for total of \$ 78,415 paid for by Loutit District Library.

26-05 Motion by Sanchez, second by Morano, to accept the quote of \$128,415 by Van Dyken and proceeding with replacing both boilers – cost \$128,415 less \$50,000 granted from Loutit Foundation for total of \$ 78,415 paid for by Loutit District Library. The motion carried 7:0.

Discussion:

- Lidacis: Been working with Van Dyken about the life span of the current boilers – last replaced in 2009, and have now reached their expected lifespan. Looked around at quotes. His recommendation would be to use Van Dyken because of how thorough they were with their quote, thoughtful questions, and communication.
- D. Motion to approve moving \$78,415 from the Maintenance Fund into Capital Improvements to cover the replacement of two boilers.

26-06 Motion by Longstreet, second by Rusco, to approve moving \$78,415 from the Maintenance Fund into Capital Improvements to cover the replacement of two boilers. The motion carried 7:0.

9. **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)

- Update on progress
- Next week movers will be here to move offices to the upstairs conference room. Hopefully construction will follow soon after.

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

- Update on meetings held on 12/15/2025 – sent draft to the attorney
- Next meeting is scheduled for 1/26/2026 at 11:00 a.m.

10. **DIRECTOR'S REPORT –**

- Peters – set up meetings with municipalities to discuss annual report – dates are on page 31 – already met with Ferrysburg
- Peters has been working on some grants for the Makers Space. Staff has been very proactive about writing grants to help our budget and increase programming.
- Talked about the impact of the Tovetafel at local senior living facilities.

11. **PRESIDENT'S REPORT – None**

12. **PUBLIC COMMENT** - None

13. **TRUSTEE COMMENT** - None

14. **NEXT BOARD MEETINGS**

- Board Meeting: February 10, 2026, at 4:30 pm

15. **ADJOURNMENT**

The meeting adjourned at 5:49 p.m.

Secretary
Cathy Rusco

President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer