



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

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 14, 2026**

1. **The meeting was called to order at 4:30 p.m. in Program Room B by President Caryn Lannon.**

Board members present: Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Cathy Rusco, Carol Sanchez

Board Members Absent: Marc Longstreet, Andrea Morano

Library Staff present: Anne Harrison, Eliza Fritz

City of Grand Haven Staff present: Emily Greene

Members of the Public: Annie Deater

2. **APPROVAL OF AGENDA**

26-18 Motion by DeWitt, second by Sanchez, to approve the agenda. The motion carried 6:0.
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

26-19 Motion by Brooks, second by DeWitt, to approve the consent agenda. The motion carried 6:0.
Discussion: None

- A. Approve the regular meeting minutes of March 10, 2026

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of March 31, 2026
- B. Revenue and Expenditure Reports as of March 31, 2026
- C. Cash Summary Reports as of March 31, 2026
- D. Check Register as of March 31, 2026
- E. Approve March invoice payments in the amount of \$127,844.81
- F. March FNBO Credit Card Payments

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

- Currently working through the budget. Created another account to include the Makerspace. And the wage study is in progress, going into Union Negotiations. Marianne Case made the second to last bond payment. Other than that, there's nothing out of the ordinary.
- Collins had questions about the Voids on the Check Register.
- DeWitt asked questions about the Wage Study.

26-20 Motion by Rusco, second by Collins, to approve March 2026 invoice payments in the amount of \$127,844.81. The motion carried 6:0.

6. TRUSTEE COMMENT – None

- DeWitt had concerns about the cleanliness of the parking lot. Harrison explained how the work is split between us and Dykstra, and we are actively trying to handle the spring cleaning. Now that the snow has melted, the work on redoing the outdoor parking lot can begin.
- Lannon had questions about professional cleaning.

7. UNFINISHED BUSINESS

- A. Motion to approve First Consideration for the Adoption of the Proposed Revised Loutit District Library Bylaws. (Attached)

26-21 For first consideration, motion by Collins, second by Sanchez, to approve a resolution rescinding current Loutit District Library Bylaws and adopting restated bylaws. See attached document for full text of the resolution and proposed revised bylaws.

ROLL CALL VOTE:

BROOKS: Y

COLLINS: Y

DEWITT: Y

LANNON: Y

RUSCO: Y

SANCHEZ: Y

The motion carried 6:0.

Discussion:

- Collins presented the "Resolution Rescinding Current Loutit District Library Bylaws and Adopting Restated Bylaws" - attached in the packet
- Sanchez: What is the difference between the first and second considerations? Collins: For bylaws, it is required to have a first and second consideration before adopting any new bylaws.
- DeWitt questioned if there is a booklet/catalog of all resolutions to the bylaws. Harrison and Sanchez gave answers to where things are documented and archived, even if they are in a

different format than other organizations.

- Brooks: Why is the organization meeting in June? Lannon and Sanchez addressed the discussion had within the committee, in terms of vacancies in chairs.

B. Board to complete W-9 and ACH Fund Transfer Forms (latter optional) for stipends

8. **NEW BUSINESS**

A. Motion to approve Memo of Understanding with Momentum Center approving Collaboration for one year to have "Friendship Bench" model in library.

26-22 Motion by Lannon, second by Sanchez, to approve the Memo of Understanding with Momentum Center approving Collaboration for one year to have "Friendship Bench" model in library. The motion carried 4:2 (Collins, Brooks).

Discussion:

- Harrison: It is an opportunity to have anyone in the community come to talk and have trained professionals listen, create a safe space, and allow for community connection. The Momentum Center will provide these volunteers; we would just provide a space for them to facilitate those conversations. This is a program they have run at other venues with great success, and were looking to expand to more spaces throughout the community.
- Collins brought concerns about the specifics of the memorandum wording. Sanchez was under the understanding that the dates that were blank would be filled in once the board had approved the collaboration. Harrison confirmed this.
- Collins: Is this vote for the memo of understanding, or just the partnership? Harrison: It is my understanding, the vote would be for both the partnership and the memo itself.
- Lannon: Will this be marketed by the Momentum Center? - Yes
- Collins and Brooks support the program, but would like more official wording. This documentation will be provided when specific dates and signatures are confirmed.

9. **COMMITTEE REPORTS**

A. **Finance**

- No Meeting. Will set meeting for early May after budget and negotiations are underway.

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 – Work started, new timeline, meeting, fieldtrip after meeting
- Flooring is in, walls are painted, canopy is almost done. We are still waiting on the furniture confirmation.

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

- No new meetings – voting this month on first approval of revised bylaws

- Collins thanked the committee for hard work.

10. **DIRECTOR'S REPORT -**

- Peters was not present to review the report.
- Harrison gave a brief overview of programs, including the new AI program series.
- Collins had questions about what Sierra software is. Harrison: It is the patron and cataloging service, but has not made many improvements. Polaris has more features and saves money.
- Lannon had questions about the Tovertafel Pixie visits. The community has been very excited about everything. We were also highlighted in a Bridge Magazine article.
- There was question of when the Art-O-Mat will be here. Harrison: Soon, everything is paid for and confirmed. We have not gotten a shipping confirmation yet, but it was mentioned on their social media.

11. **PRESIDENT'S REPORT** – Executive Board elections are in June. If you are interested in being on it, or keeping your position, please reach out to Peters to be included on the ballot.

12. **PUBLIC COMMENT -**

- Deater: Question of where the Board Packet scans are available on the website. Fritz, they are available on the Governance tab of the website under "Agenda" for each month.

13. **TRUSTEE COMMENT -**

- Collins appreciated all the art programs.
- DeWitt said her relative really appreciated all the help from staff.

14. **NEXT BOARD MEETINGS**

- Board Meeting: May 12, 2026, at 4:30 pm

15. **ADJOURNMENT -**

The meeting adjourned at 5:27 p.m.

Secretary
Cathy Rusco

President
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer

**FIRST CONSIDERATION OF A RESOLUTION
RESCINDING CURRENT LOUTIT DISTRICT LIBRARY BYLAWS
AND ADOPTING RESTATED BYLAWS**

WHEREAS, MCL §397.182(12)(h) (Michigan's District Library Establishment Act) authorizes district libraries to adopt bylaws governing the board and the district library, and

WHEREAS, the Loutit District Library (LDL) Bylaws were adopted by the LDL Board of Trustees on July 13, 1999, and were subsequently amended numerous times, and

WHEREAS, an Ad Hoc Bylaw Review Committee was created in July 2025 to consider amendments to the 1999 LDL Bylaws as amended, and

WHEREAS, on March 10, 2026 the Ad Hoc Bylaw Review Committee presented a recommendation to the Loutit District Library Board of Trustees to adopt Restated Loutit District Library Bylaws, which are included in the minutes as Appendix A.

THEREFORE BE IT RESOLVED, the Restated Loutit District Library Bylaws recommended by the Ad Hoc Bylaw Review Committee are introduced for adoption, and

BE IT FURTHER RESOLVED, the LDL Bylaws dated July 13, 1999, as amended, shall be rescinded when the Restated Loutit District Library Bylaws are adopted, and

BE IT FURTHER RESOLVED, the Restated Loutit District Library Bylaws shall be effective upon final consideration and adoption of the bylaws.

AYES: Trustees Brooks, Collins, Lannon, Rusco, Sanchez

NAYS: None

The resolution was adopted unanimously by roll call vote.