



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging
Community.

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 12, 2026**

1. **The meeting was called to order at 4:31 p.m. in Program Room B by VP Nancy Collins.**

Board members present: Nancy Collins, Penni DeWitt, Marc Longstreet (4:52 p.m. arrival), Andrea Morano, Cathy Rusco, Carol Sanchez

Board Members Absent: Burton Brooks, Caryn Lannon,

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

City of Grand Haven Staff present: Emily Greene

Members of the Public: Annie Deater (Ferrysburg), James Ohern, Martha Alexander

2. **APPROVAL OF AGENDA**

26-23 Motion by Sanchez, second by Rusco, to approve the agenda. The motion carried 5:0.

Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

26-24 Motion by Sanchez, second by Rusco, to approve the consent agenda as amended. The motion carried 5:0.

Discussion: None

- A. Approve the regular meeting minutes of April 14, 2026
- B. Request by Collins to change wording for Motion 26-21. Needs to revote in June.

4. **PUBLIC COMMENT**

- James Olhern – Founded “Reach Up” – became a corporation for abuse prevention. Has an advisory board comprised of students, parents, and teachers. Looking for a space for counseling appointments. Contact information was given to Executive Director Ellen Peters.

5. **TREASURER’S REPORT**

- A. Balance Sheet Reports as of April 30, 2026
- B. Revenue and Expenditure Reports as of April 30, 2026
- C. Cash Summary Reports as of April 30, 2026

- D. Check Register as of April 30, 2026
- E. Approve March invoice payments in the amount of \$749,197.64
- F. April FNBO Credit Card Payments Check #1842E \$ 4,686.66 & #1850E \$ 10,780.21

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

- Working on the budget (part of which is included in this packet). These are preliminary numbers. We are still waiting on Union Negotiations and the Wage Study. A lot of the line items remain the same. The new addition is for the new Makerspace.
- We met with the Finance Committee last week. Peters: Still in the black this year, and will be next year. We will possibly be able to put some more money towards the MERS Accrued Liability Fund.
- Sanchez asked for clarification of wording that was used surrounding the budget. In reference to the first footnote, are we anticipating to not have any funds for the Makerspace? Green: We currently have no anticipated donations going to the Makerspace, but that line item is where those donations would go.
- Collins: Fourth footnote, Hoopla is listed as \$0. What was the reasoning for that? Peters: Since Hoopla is such a high expense, but is providing less to patrons, we are thinking of canceling the service. We have kept the line item in case we decide to continue service. We have looked into ways to replace all the services Hoopla provides, and save money. Collins: How will patrons be notified of the changes? Peters: There is a full marketing plan in place, and patrons will have plenty of time to transition to the new systems.
- Collins: Outreach – what was the reasoning for the cut to this budget? Peters: It was from the Homebound Delivery service that was being unused. The outreach opportunities we provide are all well-funded and not being cut.
- Collins had questions about how the Millage Rate was presented in the packet, and the certificate of compliance. Greene: The wording is very specific, but is accurate to the way it needs to be filled out.

26-25 Motion by Rusco, second by Morano, to approve April 2026 invoice payments in the amount of \$749,197.64. The motion carried 6:0.

6. TRUSTEE COMMENT

- Longstreet will not be renewing his contract with the board. This is his formal notice.
- Collins thanked Longstreet for his service, and for helping with the millage campaign.
- Rusco will be renewing her contract. Wanted to introduce her guest, Martha Alexander, who is a member of the Community Center board as well as a former art teacher.
- DeWitt asked if Longstreet has a replacement for his position on the board. Yes, they have had applications.

7. UNFINISHED BUSINESS

- A. Motion to approve Final Consideration of a Resolution rescinding current Loutit District Library Bylaws and Adopting Restated Bylaws. First Consideration included for review.

26-26 For final consideration, moved by Rusco, second by DeWitt, to adopt a resolution rescinding current Loutit District Library Bylaws and adopting restated bylaws. Roll call vote: the motion carried 6:0.

Roll Call Vote:

Collins - y

DeWitt- y

Longstreet-y

Morano-y

Rusco-y

Sanchez-y

Discussion:

- Resolution was adopted unanimously and will be effective immediately.
- See attached for full text of the resolution and revised bylaws.

B. Review signed MOU with Momentum Center establishing Friendship Bench at LDL for 1 yr

8. NEW BUSINESS

A. Review Proposed/Amended Budget for FY 2025/26 and FY 2026/27.

- Reviewed during the Treasurer's Report.

B. Set Public Hearing to review FY 2026/27 Budget for Tuesday, June 9, 2026 at 4:30pm.

26-27 Motion by Sanchez, second by Morano, to set the Public Hearing to review FY 2026/27 Budget for Tuesday, June 9, 2026 at 4:30pm. The motion carried 6:0.

C. Peters sends Public Hearing Notice to GH Tribune May 18, 2026 to publish May 21, 2026.

D. Request for Board President and Secretary to sign L-4029 (2026 Tax Rate Request) and Ottawa County 2026 Certificate of Compliance to be submitted to the County.

E. Motion to approve Makerspace Policy

26-28 Motion by Rusco, second by Sanchez, to approve Makerspace Policy. The motion carried 6:0.

Discussion:

- Sanchez thought everything looked very thorough and well thought out.
- Longstreet: Will supplies be provided for artists? Fritz: Some supplies will be available, but it will mostly be the tools for people to use. All materials will still be free for all programming provided by the library.
- DeWitt: Do we need more insurance to cover the liability? Peters and Fritz: We are covered by the liability waivers people will sign, and there will be a certification process to ensure safety of patrons and the longevity of equipment. Harrison: The age groups align with library-wide policies already in place. Worked with Youth Services to determine all this information.

9. COMMITTEE REPORTS

A. Finance

- Met Monday, May 4, 2026 – about the budget

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 almost finished, ribbon-cutting, open house, fieldtrip after meeting.

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

- No new meetings – voting this month on final approval of revised bylaws
- Add motion to dissolve committee to the next meeting

10. DIRECTOR'S REPORT –

- Peters spoke briefly about the seed library, vinyl collection, and Makerspace ribbon cutting.
- Working with the city and the HR department to add a part time Administrative Assistant to relieve Fritz of that part of her job description as she transitions to running her section of the Makerspace. We are analyzing the budget to make sure that is something we can do. Right now we are distributing her admin responsibilities.
- Harrison: Boilers are in the process of being replaced. Van Dyken has been wonderful at working to replace one at a time, so we did not lose access to the HVAC system.

11. PRESIDENT'S REPORT – None

12. PUBLIC COMMENT –

- Annie Deater: Had questions about the discussion around the library millage.
- Martha Alexander: On the board of the Community Center. Very excited about the Makerspace opening. I have a lot of connections to the community and is available for teaching classes and expertise. Love the opportunity for the community to come together and create together.
- Rusco: Asked Martha Alexander about the Children's Museum. Alexander: I am only part of the advisory board, but they were trying to change too much about the building without an ironed out plan. So that is not part of the near future.

13. TRUSTEE COMMENT –

- DeWitt: John Martin says hi, and he is excited about all the changes happening at the library.

14. NEXT BOARD MEETINGS

- Board Meeting: June 9, 2026, at 4:30 pm
- PUBLIC HEARING 4:30p.m.

- REGULAR MEETING: Following Public Hearing

15. **ADJOURNMENT -**

The meeting adjourned at 5:50 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.