

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 7, 2020**

The meeting was called to order by President Dave De Young at 4:35 pm in Program Room B.

Board members present: Mary Jane Belter, Helen Bulthouse, Burton Brooks, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco
Library Staff present: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore, Christina LeVey-Rowland

Approval of Agenda

20-01 Moved by Belter, supported by Osmun, to approve the Agenda. Motion carried 8-0.

Annual Agenda Outline Review

Contracts up for renewal soon were noted.

20-02 Moved by Brooks, supported by Bulthouse, to approve the Consent Agenda. Motion carried 8-0.

- A. Approve the regular meeting minutes of December 3, 2019
- B. Approve General Fund Budget Amendment # 1 with a net increase of \$2,810
- C. Approve Maintenance Fund Budget Amendment # 1 with a net increase of \$50
- D. Approve Debt Service A Fund Budget Amendment # 1 with a net increase of \$600
- E. Approve Debt Service B Budget Amendment # 1 with a net increase of \$60
- F. Approve the Check Register for Month of November 2019, in the amount of \$126,567.92

Public Comment

None.

Trustee Comment

None.

Unfinished Business

Menerick asked for an update on the piano donation. Martin reported that nothing has been scheduled yet.

New Business

Menerick suggested exploring solar power for the library. The suggestion was referred to the Building and Grounds Committee.

Treasurer's Report

The November 30, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski noted that bond report has been filed. Hoopla and Kanopy download expenditures are currently about 30% over budget. Increasing the budget for download services for the next fiscal year was discussed. The need to possibly limit the number of downloads available to patrons was also considered.

Osmun talked about importance of fiscal management and balancing the budget during the next five years, when the library is projecting a continuing deficit. The suggestion of looking for grants was made. Menerick asked about the interest rates from LDL's various investments. Derdowski reported that the total from all investment accounts is about \$15,000 per year.

Committee Reports

Finance Committee – Dave De Young

Derdowski will present payroll services comparisons as soon as possible. The committee is scheduled to meet on February 3 at 4:30 pm.

Building and Grounds Committee

The committee will meet on January 23 at 4:00 pm.

Planning Committee – Mary Jane Belter

The committee is meeting January 9 at 4:30 pm to finalize goals for FY2020-2021.

Policy Committee – Caryn Lannon

The committee will meet January 14 at 4:30 pm to discuss ACH and Fund Balance policies.

Personnel Committee – Helen Bulthouse

Discussion ensued about hiring the maintenance contractor. The item will be placed on the February board agenda.

Spring Lake and Muskegon libraries are interested in having a joint salary study done and sharing costs. Several comments were made about bringing in additional area libraries to further save costs on the study. Brooks cautioned about bringing in the other libraries – since some have higher wages due to being part of a school district – as Hackley Public Library is. Another comment was made that the more libraries involved, the less targeted information LDL could receive. Martin said the study would be a regional study.

The committee will meet on January 28 at 3:00 pm to review the remaining job descriptions. A discussion of a recognition/reward program for employees ensued. Questions were raised about the possibility of overlooking staff members and the issues this could raise.

Director's Report – John Martin

The Public Computing center was relocated upstairs next to the Adult Information Desk. The new location has been well received by staff and public, except for sun glare from the clerestory windows during the morning hours. Moore has contacted three companies regarding window treatments to address the sun glare. Brooks suggested affixing filters on computer screens to cut out glare and 'tone down' what individuals are viewing. The question was raised as to why that area was selected. Moore stated that the area is easily supervised. Staff will be meeting with Library Design Associates on Jan 14 to explore usage and design ideas for the former Public Computing space.

Belter expressed an interest in attending the staff Marketing Team monthly meetings. The next one is scheduled for January 28 at 10:00 am. Trustees are welcome to attend.

A culinary literacy initiative meeting is scheduled for January 10 at 2:00 pm. Organizations that partner with LDL on the Meet Up & Eat Up program, as well as the MSU Extension, a nutrition professor from GVSU, and the Community Foundation have been invited to participate and help develop the program.

President's Report – Dave De Young

None.

Public Comment.

LeVey-Rowland expressed a concern about staffing the busier Adult Information Desk with only one staff member on the weekends.

Trustee Comment.

Menerick asked if Local History/Genealogy Room staff could possibly help on weekends. Moore commented that they are being cross-trained.

Next Regular Meetings

- A. Tuesday, February 4, 2020, 4:30 pm, Program Room B
- B. Tuesday, March 3, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:24 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald