

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
January 8, 2019**

The meeting was called to order by President De Young at 4:30 pm in the Youth Program Room.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore, Elizabeth Griffin

Public: Teri Vanhall

Approval of Agenda

**19-01 Moved by Bulthouse, supported by Osmun, to approve the Agenda.  
Motion carried 7-0.**

Annual Agenda Outline Review

Committee meetings that need to be scheduled soon were reviewed.

Menerick arrived at 4:33 pm

Special Presentation – Joseph Appelt and Mari Rodgers

Joseph Appelt of Glenview, IL, presented the library with the framed photograph taken by Grand Haven photographer Mari Rodgers, accepted by the LDL Board at the December 4, 2018 meeting. The photo, *Haven Fog at the Catwalk*, was an award-winner in the 2016 ArtWalk, where it was purchased by Mr. Appelt. Martin explained how the donation evolved. Joseph Appelt shared his comments on the photo as did Mari Rodgers. The photograph was officially hung in the Upper Lobby, where it, along with the presenters, was photographed by Matt DeYoung of the *Grand Haven Tribune*.

## Staff Introduction

New employee, Elizabeth Griffin, Librarian I for Youth Services, introduced herself and answered questions. Elizabeth will be starting a new series of infant and toddler storytimes.

Moore and Griffin left at 4:58 pm.

### 19-02 **Moved by Lannon, supported by Brooks, to approve the Consent Agenda. Motion carried 8-0.**

- A. Approve the regular meeting minutes of December 4, 2018
- B. Approve General Fund Budget Amendment #1 with a net increase of \$72,596
- C. Approve the Check Register for Month of November 2018, in the amount of \$86,990.06
- D. Approve Library Annual Report for FY 2017-2018

The reduction in the personal property tax state reimbursement was discussed. The Annual Report was approved with a minor formatting change.

### Public Comment

Teri Vanhall of 14951 Hickory St, Spring Lake, commented that the city of Grand Haven also saw a reduction in the personal property tax state reimbursement and it is a trend that can be expected to continue.

### Trustee Comment

DeYoung stated that at future board meetings, he'd like to include on the agenda one or two focus topics for discussion, and alternate them with staff presentations.

### Unfinished Business

None.

### New Business

### 19-03 **Moved by Menerick, supported by Bulhouse, to reduce overdue fines for feature film DVDs from \$1.00 per day to 15 cents per day, to reduce maximum fine on feature film DVDs from \$10.00 to \$4.95, and to make these changes effective immediately. Motion carried 8-0.**

### Treasurer's Report

The November 30, 2018 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the November 30, 2018 Bank Account Reports were received and discussed.

Derdowski reported that signers on all accounts (except one) have been updated. She is currently consolidating cash until the Finance Committee can review investment options. The state personal property tax reimbursement was significantly less than budgeted. There is not a good way to accurately predict the amount that will be received annually from in October. The MERS Defined Benefit Plan will be a main topic at the January Finance Committee meeting. Reporting was completed for the PFM bond disclosure and Michigan 5572 Retirement System Annual Report. State Aid reporting and a new federal filing 1094-B and 1095-B for HCSP Plan will both be completed by January 31, 2019.

### Committee Reports

#### Finance Committee – Kathy Osmun

A joint meeting with the Personnel Committee was scheduled for January 29, 2019 at 4:00 pm.

#### Building and Grounds Committee – Burton Brooks

The committee is planning to meet on January 23, 2019 at 4:00 pm.

#### Planning Committee – Mary Jane Belter

The committee will meet on January 15, 2019 at 4:30 pm.

#### Policy Committee – Caryn Lannon

The next meeting of the committee was scheduled for February 12, 2019 at 4:30 pm.

#### Personnel Committee – Helen Bulthouse

No report.

#### Work Groups: Property Sale

Minutes from the December 12, 2018 meeting were reviewed. The work group will meet on January 15, 2019 at 4:00 pm.

### Director's Report – John Martin

Martin stated that phones for the new phone system have been installed at staff and service desks. On January 11, 2019, a test will be done to see if the old system is able to forward incoming calls to the new system. Martin also reported that 75-100 patrons per day enjoyed the Caddystacks III event.

President's Report – Dave De Young

DeYoung commented that the time is right for looking at how library space might be best utilized in regards to the strategic plan.

Public Comment.

None.

Trustee Comment.

DeYoung briefly mentioned the Grand Haven City Council plans for refurbishing the west side of the Community Center.

Next Regular Meetings

- A. Tuesday, February 5, 2019, 4:30 pm, Program Room B
- B. Tuesday, March 5, 2019, 4:30 pm, Program Room B

The meeting was adjourned 6:01 pm.

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Secretary

Mary Jane Belter

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President

Dave De Young

Prepared by Kerry FitzGerald