

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 9, 2018**

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

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick (4:36), Kathy Osmun (4:40), Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald

Approval of Agenda

18-001

**Moved by Brooks, supported by Bulthouse, to approve the Agenda as amended.
Motion carried 6-0.**

New Business item A (Closed Session) was moved to the end, after Trustee Comment, for the convenience of the public.

Menerick arrived at 4:36 p.m.

Annual Agenda Outline Review

The annual agenda was reviewed and revised.

Osmun arrived at 4:40 p.m.

Approval of the Consent Agenda

- A. Approve the regular meeting minutes of December 5, 2017
- B. Approve General Fund Budget Amendment # 1 with a net increase of \$64,122
- C. Approve Maintenance Fund Budget Amendment #1 with a net increase of \$7,800
- D. Approve Debt Service A Fund Budget Amendment #1 with no net increase or decrease
- E. Approve Debt Service B Fund Budget Amendment #1 with a net decrease of \$1,978
- F. Approve the Check Register for Month of November 2017, in the amount of \$149,256.31

18-002

**Moved by Brooks, supported by Menerick, to approve the Consent Agenda.
Motion carried 8-0.**

Public Comment

No Public Comment.

Trustee Comment

No Trustee Comment.

Unfinished Business

18-003 Moved by Belter, supported by Lannon, to approve the FY 2016-2017 Annual Report as amended. Motion carried 8-0.

The revised draft of the Annual Report was reviewed, discussed, and amended.

18-004 Moved by Belter, supported by Menerick, to close the library on Monday, February 19, 2018 for an all-day staff training workshop rather than closing on Friday, February 16, 2018 for staff in-service. Motion carried 8-0.

Martin gave an overview of the workshop scheduled to be hosted by the Lakeland Library Cooperative at the Kent District Library Service Center.

New Business

A. Discussion of the property appraisal of 715 Robbins Road conducted by Great Lakes Appraisal Company

Menerick questioned letting Capstone know the appraisal amount when we had not renewed the contract with Capstone for 2018. The minutes of the December 5, 2017 meeting were reviewed. The Consent Agenda included item B: "Approve a listing agreement with Capstone Realty of Grand Haven through December 31, 2018, for marketing the Robbins Road Parcel." Martin had included his recommendation to renew the listing agreement with Capstone through 2018 in a memo (board packet pages 5-6). The minutes reflect that Menerick moved, supported by Bulthouse, to approve the Consent Agenda. The motion carried 8-0. Menerick stated that she thought "through December 31, 2018" was a typo and that she thought she was approving the listing with Capstone through December 31, 2017. De Young reminded trustees to carefully read the Consent Agenda.

Several trustees expressed concern with how Capstone is marketing of the property and the rate Capstone is charging. Menerick stated that her intention was to let the listing agreement with Capstone expire, have the Property Sale Workgroup review the appraisal, solicit additional realtors, and come to the board with recommendations. Martin stated Capstone believes they may have a potential buyer.

The Property Sale Workgroup will meet on Monday, January 15, 2018 to discuss how to proceed with the marketing and sale of the property and bring recommendations to the board.

Treasurer's Report

The November 30, 2017 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the November 30, 2017 Bank Account Report were received and discussed.

Brooks noted that the personal property tax payment from the state was more than projected. The overtime budget increased because the Christmas and New Year Day holidays fell on Mondays. Staff was given overtime instead of floating holidays to ensure proper staffing levels while the library was open during the holiday season. Overtime staff hours were also required for the 50th anniversary event.

Committee Reports

Finance Committee – Kathy Osmun

No report.

Building and Grounds Committee – Burton Brooks

The committee plans to meet in January.

Planning Committee – Mary Jane Belter

The committee plans to meet in January.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report.

Director's Report – John Martin

Martin praised the Facebook video snippets created by public relations intern Loren Johnson over the holidays.

The budget schedule was reviewed.

President's Report – Dave De Young

De Young apologized for having to attend recent meetings via phone.

Public Comment.

None.

Trustee Comment.

Revised copies of the Estimated Building Envelope and MEP Capital Expense Forecast document were received and reviewed. Menerick suggested that the snow-bearing load of the roof be assessed.

18-005 Moved by Brooks, supported by Bulthouse, to go into closed session pursuant to Section 8(h) of the Michigan Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute. {Roll call vote}

Belter: Yes
Brooks: Yes
Bulthouse: Yes
De Young: Yes
Lannon: Yes
Menerick: Yes
Osmun: Yes
Rusco: Yes

Motion carried 8-0.

The board went into closed session at 6:10 pm.

18-006 Moved by Bulthouse, supported by Osmun, to return to open session. Motion carried 8-0.

The board returned to open session at 6:35 pm.

18-007 Moved by Bulthouse, supported by Lannon, to pay the invoice from Port Sheldon Township per Consumers Energy Tax Tribunal and appeal litigation cost sharing agreement in the amount of \$14,497.07. Motion carried 7-1 (Menerick).

18-008 Moved by Menerick, supported by Rusco, to not move forward with proposed brush-hogging and tree removal on the designated section of the Robbins Road property (Motion 17-075). Motion carried 8-0.

Next Regular Meetings

Tuesday, February 6, 2018, 4:30 pm, LDL Program Room B

Tuesday, March 6, 2018, 4:30 pm, LDL Program Room B

Committee Meetings

Property Sale Workgroup: January 15, 2018, 2:30 pm, Conference Room

Planning Committee: January 16, 2018, 4:15 pm, Conference Room

Building & Grounds Committee: January 19, 2018, 1:00 pm, Conference Room

Finance Committee: January 23, 4:30 pm, Conference Room

The meeting was adjourned 6:49 p.m.

Secretary

Mary Jane Belter

President

David De Young

Prepared by Kerry FitzGerald