

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 6, 2018**

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

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

Presentation – Community Conversations Report

Laura Kraly, Head of Adult Services and Patrick Moran, President, Greater Ottawa County United Way presented a written report and an overview of the findings from the library’s community conversations. More input will be solicited from library users via the website and in house before action plans are formed.

Menerick commented that she would like to see an effort to obtain a good cross-section of responses when surveying additional users and potential users. She also commented about pursuing the “community center” concept.

Approval of Agenda

The consensus was to table the approval of policies pending attorney revision and Policy Committee review.

Moved by Belter, supported by Bulthouse, to approve the Agenda as amended.

18-066

Motion carried 8-0.

18-067

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

- A. Approve the regular meeting minutes of October 2, 2018
- B. Approve the Non-resident Card Fee for the period Jan 1, 2019 through Dec 31, 2019 at \$75.00
- C. Approve Library Closed Dates for 2019
- D. Approval Chemical Bank changes as outlined by Business Manager
- E. Approve bank account access as outlined by Business Manager

- F. Approve library petty cash changes as outlined by Business Manager
- G. Approve the Check Register for Month of September 2018, in the amount of \$104,148.70

Public Comment

None.

Trustee Comment

Menerick and De Young commented on the good financial standing of the library and the positive use of library funding.

Unfinished Business

Annual Agenda Outline Review

The Annual Agenda Outline was discussed. De Young noted contracts coming up for renewal. Meeting dates were set for Planning, Finance, and Policy Committees. The annual staff/board luncheon was scheduled for December 12 at noon. Proposals will be forthcoming from strategic planners.

Treasurer's Report

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

Derdowski noted that in October 2018, the following account adjustments can be expected:

- 1) 790.00 Printing and Promotions: In this fiscal year, cash receipts for printing were being applied against this expense account instead of recorded under 649.00 Rental Revenue as budgeted.
- 2) 970.00 Equipment: In September, a new disc repair system was purchased to replace equipment that was unable to be repaired and thus was not an anticipated or budgeted expense.
- 3) Items which were budgeted under 970.1 Capital Improvements were actually recorded when purchased under 970.00 Equipment.

The Bank Account Report was updated from July 18 onward with correct rates. The broker from 5/3 will be able to provide a monthly yield going forward.

Committee Reports

Finance Committee – Kathy Osmun

The committee will meet on November 27 at 4:30 pm.

Building and Grounds Committee – Burton Brooks

No report.

Planning Committee – Mary Jane Belter

The committee will meet on November 13 at 4:30 pm.

Policy Committee – Caryn Lannon

The minutes from the October 3, 2018 meeting were received and reviewed.

The committee will meet on November 20 at 4:00 pm.

Personnel Committee – Helen Bulthouse

No report.

Work Groups: Property Sale

De Young reported on the November 6, 2018 meeting, noting that the current listing with Capstone expires December 31, 2018. Martin related an email from Capstone regarding a possible interested party. The committee will solicit proposals from other realtors. The work group will meet on December 12 at 1:00 pm. Discussion ensued regarding the plume from the Dake property and the possibility of having borings done. De Young will approach JSJ and ask them to consider covering the cost of the borings. Martin will get proposals for borings.

Director's Report – John Martin

A written report was received and reviewed. Martin discussed the progress of the LED lamp replacement. Elizabeth Griffin of Spring Lake District Library has been hired to fill the Youth Librarian position and will start December 10. Ben Knight of the Grand Rapids Public Library starts on November 26 and will replace Adult Services Librarian Mary Mihovich when she retires at the end of the month. Three applications were received for the Head of Adult Services, but only one met the qualifications sought and will be interviewed tomorrow. Discussion ensued about the potential difficulty in filling the position. DeYoung suggested holding a discussion about succession planning at the December meeting.

President's Report – Dave De Young

No report.

18-068

Moved by Brooks, supported by Menerick, to go into closed session pursuant to Section 8 (h) of the Michigan Open Meetings Act, at the request of the library director, to consider a periodic personnel evaluation of the library director. {Roll call vote}

Belter – yes
Brooks – yes
Bulthouse – yes
DeYoung – yes
Lannon – yes
Menerick – yes
Osmun – yes
Rusco – yes

Motion carried 8-0.

The board entered closed session at 6:03 pm.

18-069 Moved by Rusco, supported by Menerick, to come out of closed session. Motion carried 8-0.

The board returned to open session at 6:24 pm.

Discussion of display policy, art exhibits and other exhibitions followed.

Public Comment.

None.

Trustee Comment.

Belter will email board members with details regarding the staff/board luncheon.

Next Regular Meetings

- A. Tuesday, December 4, 2018, 4:30 pm, LDL Program Room B
- B. Tuesday, January 8, 2019, 4:30 pm, Youth Program Room

The meeting was adjourned 6:48 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald