

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 1, 2020**

Meeting called to order by President De Young at 5:00 pm via Zoom.

Board members present:

Mary Jane Belter – attending from Grand Haven Charter Township, Ottawa County, Michigan

Burton Brooks – attending from Grand Haven, Ottawa County, Michigan

Helen Bulthouse – attending from Grand Haven, Ottawa County, Michigan

Dave De Young – attending from Pottsboro, Grayson County, Texas

Caryn Lannon – attending from Grand Haven Charter Township, Ottawa County, Michigan

Lisa Menerick – attending from Ferrysburg, Ottawa County, Michigan – arrived later

Cathy Rusco – attending from Grand Haven, Ottawa County, Michigan

Kathy Osmun – attending from Robinson Township, Ottawa County, Michigan

Board members absent: none.

Also present: John Martin, Sara Derdowski, Ben Knight and Michelle Moore

APPROVAL OF AGENDA

20-92

Motion by Bulthouse, supported by Lannon, to approve the Agenda as presented.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - absent

Osmun - yes

Rusco – yes

Motion carried 7-0.

Menerick joined the meeting at 5:10pm

Brownfield Redevelopment Authority Presentation – Pat McGinnis

City Manager, Pat McGinnis, discussed his PowerPoint presentation detailing the Peerless Flats development project. Significant environmental liability on the property needs to be addressed. \$180,865 would be the total tax revenue the library will forfeit for the “Due Care” to protect people from exposure to contaminated property. Pat commented that the Robbins Landing affordable housing project will be applying for this same program, and coming before the city council on December 7, 2020. Pat answered questions from DeYoung, Belter, Menerick, and Lannon, who asked if the plan of 32 years can be shortened if less time was needed to cover the cost, and McGinnis answered, “yes.”

APPROVAL OF CONSENT AGENDA

20-93

Motion by Brooks, supported by Bulthouse, to approve the Consent Agenda.

- A. Approve the regular meeting minutes of November 3, 2020
 - B. Approve the October 2020 Check Register in the amount of \$158,751.46
- Menerick asked the question about how the \$75 non-resident fee was determined, an item from the November meeting, and an explanation was given.

Roll call vote:

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

Motion carried 8-0.

PUBLIC COMMENT

Mike Dora, Grand Haven city council member, thanked the library board for all they do.

TRUSTEE COMMENT

Menerick mentioned that the property near the airport would make a good spot for a library satellite (branch) in the future.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

20-94

Motion by Belter, second by Brooks, to approve revisions to the COVID 19 Preparedness and Response plan.

Discussion:

Martin stated this is a fluid plan which will continue to change as orders are given by the state department of health and human services and the suggestions made by the MLA attorney.

Roll call vote:

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

Motion carried 8-0.

20-95 Motion by Menerick, second by Osmun, to approve revisions to the COVID 19 Reopening policy.

Discussion:

Martin stated this is similar to the previous motion.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

20-96 Motion by Menerick, second by Brooks, to approve the 2020 Annual Report.

Discussion:

Martin commented on the most recent version. DeYoung offered praise on the great job done with the layout and visuals. Menerick had questions about the mobile hot spots that are available for check out. Martin informed the board that there are 30 devices to loan. Lannon informed the board that both area school districts are providing mobile hotspots to students who need it. Brooks inquired on the distribution of the report. Martin will send to area governments and present at meetings when requested.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

20-97 Motion by Brooks, second by Rusco, to approve a contract with Mortimer Consulting LLC for an employee benefit study in the amount of \$6500.

Discussion:

DeYoung relayed information from the discussion at the exec committee meeting and felt that we should alternate the studies each year and concentrate on the benefit study. Bulthouse

stated the value is to find out if our benefits are comparable to other libraries. Belter commented that the benefit study should be done before the personnel manual is revamped. Menerick clarified that this will be an employee benefit study, not employee work positions, and asked about the \$3800 fee. DeYoung said the salary study update would cost \$3800 and was originally considered before deciding on the benefits portion. Sara explained we currently have 14 full-time employees and 10 part-time employees. Osmun believes that we have all of the job descriptions up to date, although Moore thinks we will address them again soon, possibly end of next year. Osmun asked if they will survey our own employees? Derdowski has not yet gotten into the details of the study or questions asked of the staff. Menerick asked if can we save anything on this study since the library has done some of the work. Will discuss.

Roll call vote:

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

Motion carried 8-0.

20-98 Motion by Belter, second by Menerick, to approve the MERS Defined Contribution Plan addendum.

Discussion:

Derdowski outlined the changes that are necessary and need to be approved. This is going to every governmental unit that participates in MERS.

Roll call vote:

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

Motion carried 8-0.

20-99 Motion by Brooks, second by Lannon, to approve the MERS Defined Benefit Plan addendum.

Discussion:

Derdowski reviewed the addendum with the changes the board needs to approve. DeYoung commented that this is happening with all other governmental units involved with MERS.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

Strategic Plan Review

DeYoung stated the idea is to review the plan for progress and changes, showing where we are, what needs to be addressed, and what has already been accomplished. Martin explained the summary and outlined the progress after one year. Bulthouse asked if library cards were being offered while closed, and was told digital cards are available. Additional programming, book lockers, patron surveys, and a possible drop box in Robinson Township were discussed. Moore is organizing the February Kindness Month activities to include opportunities to donate money or materials to the library. DeYoung and Menerick would like to see more donors, especially legacy gifts. Menerick would like to serve on this committee.

TREASURER’S REPORT

The October 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks

No report.

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the November 24th meeting. Menerick asked if a permanent Zoom link can be created for our regular board meetings; Martin will prepare it for January’s meeting.

Finance Committee – Burton Brooks

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report.

DIRECTOR’S REPORT – JOHN MARTIN

Martin discussed items included in the Director’s Report. All items in the report were reviewed. Martin updated board on the hold lockers, working well, and glad we decided on 20 instead of 10. Martin applied for \$10,628 grant to purchase additional Plexiglas dividers for computer stations, UV Angels for remaining public keyboards, and 10 more mobile hot spots for patrons. Moore read comments from staff regarding the exceptional in-house staff training day held on November 11, 2020.

PRESIDENT’S REPORT – DAVE DE YOUNG

No report.

PUBLIC COMMENT.

None.

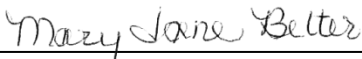
TRUSTEE COMMENT.

Menerick would like to see Santa reading on the library roof. Belter suggested a “Where’s Waldo”-type *Find Santa* program around town. Fun ideas!

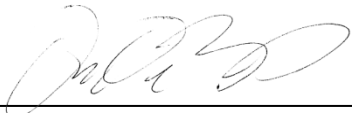
NEXT REGULAR MEETINGS

- B. Tuesday, January 5, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING
- C. Tuesday, February 2, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING

Meeting adjourned at 6:53 pm.



 Secretary
 Mary Jane Belter



 President
 Dave De Young

Minutes prepared by Michelle Moore