

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 4, 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, Michelle Moore

Presentation – Adult Services Department

New employees, Michelle Moore, Head of Adult Services, and Ben Knight, Adult Services Librarian, introduced themselves and answered questions.

Approval of Agenda

**18-070 Moved by Menerick, supported by Bulthouse, to approve the Agenda.
Motion carried 8-0.**

**18-071 Moved by Belter, supported by Bulthouse, to approve the Consent Agenda.
Motion carried 8-0.**

- A. Approve the regular meeting minutes of November 6, 2018
- B. Approve the Check Register for Month of October 2018, in the amount of \$76,150.85

Public Comment

Moore commented how much her friends appreciate the library.

Trustee Comment

None.

Unfinished Business

None.

New Business

18-072

Moved by Brooks, supported by Osmun, to approve the revisions to the following policies as recommended by the Policy Committee at their November 20, 2018 meeting:

- A. Media Relations Policy (formerly Public Relations Policy)**
- B. Patron Rules and Responsibilities (formerly Rules for Persons ... Policy)**
- C. Confidentiality Policy (formerly Privacy of Record Policy)**
- D. Public Comments at Board Meetings Policy**
- E. Purchasing Policy**
- F. Records Management Policy**
- G. Social Security Number Privacy Policy**
- H. Solicitation Policy**
- I. Surveillance Camera Policy**
- J. Tobacco/Vapor Free Policy (repeal)**
- K. Unattended Child Policy**
- L. Unscheduled Closure Policy**

The consensus was to refer the revisions to the Program Rooms A & B Policy and the Study Room Policy back to the Policy Committee for further consideration. Trustees will email comments to Caryn and copy John on suggested changes to the room use policy.

Motion carried 8-0.

Moore left at 5:16 pm

Treasurer's Report

The October 31, 2018 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the October 31, 2018 Bank Account Reports were received and discussed.

Derdowski reported that Best Financial Credit Union, located in Spring Lake, MI will be added to the list of banks to be considered in June 2019 as an authorized depositor.

In the General Fund, small Accounts Receivable balances from library patrons in the Lakeland Library Cooperative were written-off, since the balances were determined to be uncollectable due to length of time. Derdowski reviewed Expense Account variances that were greater than 33.33% of budget and that were material in amount. Nothing unusual was noted.

In the Maintenance Fund, investments have been marked to market in the current month and will be accounted for in this manner going forward.

In Debt Service A & B Funds, bond interest payments were made on October 29, 2018.

Committee Reports

Finance Committee – Kathy Osmun

The minutes from the November 28, 2018 meeting were received and reviewed.

Building and Grounds Committee – Burton Brooks

No report.

Planning Committee – Mary Jane Belter

The minutes from the November 13, 2018 meeting were received and reviewed. Martin and FitzGerald have meetings scheduled with strategic planning consultants Mark DeRoo and the Johnson Center next week.

Policy Committee – Caryn Lannon

The minutes from the November 20, 2018 meeting were received and reviewed. Trustees will send comments to Martin regarding the proposed 2018/2019 goals. The committee will meet in January.

Personnel Committee – Helen Bulthouse

No report.

Work Groups: Property Sale

The minutes from the November 6, 2018 meeting were received and reviewed. JSJ has offered to share their test data on the Dake plume with Rose & Westra. Mike Westra, who did the initial environmental testing on the property in 2002, will examine the information and report his findings to the library. The work group will next meet on December 12, 2018 at 1:00 pm.

Director's Report – John Martin

A written report was received and discussed. In reviewing the year-end statistics, Martin stated that the drop in circulation of print materials and increase in nonprint materials is likely due to the improvement in the economy. The increase in nonprint circulation is also due to the removal of the rental fee for DVDs. Martin noted errors in interlibrary loan circulation, wireless sessions, and library visits and will make corrections. Trustees will review and provide comments on the draft of the Annual Report to Martin/FitzGerald within the next two weeks.

18-073

**Moved by Brooks, supported by Bulthouse, to accept the donation from Joseph Appelt of the framed print of *Haven Fog at the Catwalk* by photographer Mari Rodgers.
Motion carried 8-0.**

President's Report – Dave De Young

The Annual Agenda Outline was received and reviewed.

Public Comment.

None.

Trustee Comment.

Trustees were reminded about the staff holiday luncheon at noon on December 12, 2018 and invited to participate.

Next Regular Meetings

A. Tuesday, January 8, 2019, 4:30 pm, Youth Program Room

B. Tuesday, February 5, 2019, 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