

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 2, 2021**

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

Dave De Young – attending from Grand Haven, Ottawa County, Michigan

Caryn Lannon – attending from Grand Haven Charter Township, Ottawa County, Michigan – joined meeting at 5:15 p.m.

Lisa Menerick – attending from Ferrysburg, Ottawa County, Michigan

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

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

Board members absent: Helen Bulthouse.

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

21-01

APPROVAL OF AGENDA

Motion by Brooks, supported by Menerick, to approve the Agenda as presented.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - absent

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 6-0.

STAFF PRESENTATION – Jeanette Weiden, Local History/Genealogy update.

Jeanette is taking a course through Boston University in genealogy research. This will begin her work to become a certified genealogist, which could take at least a year to complete. Jeanette has developed a working partnership with the Tri Cities Historical Museum and is working on the East End Project currently. Jeanette is also part of the Museum's collections committee and will help to organize the book collection at the Museum's research center. Museum will be using Collective Access software for individuals to access items in the museum collection, which the library will also evaluate for the future.

Caryn Lannon joined the meeting at 5:15 p.m.

Brownfield redevelopment update will be added to the director's report.

21-02

APPROVAL OF CONSENT AGENDA

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

- A. Approve the regular meeting minutes of December 1, 2020
- B. Approve the General Fund Budget Amendment #1 – Net increase of \$10,113
- C. Local Government Retirement System Annual Report
- D. Approve the Check Register for Month of November 2020, in the amount of \$176,987.94
- E. Approve the Check Register for Month of December 2020, in the amount of \$165,558.65

Discussion: Brooks inquired about using petty cash versus a check for the \$1.12 written to Friends of the Library. Derdowski stated it is easier for record keeping purposes. De Young asked about the local government retirement system annual report and Derdowski stated it was submitted every year.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 7-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

Menerick mentioned in December that we can use the same Zoom link every month, but with today's issue, should we? Knight is going to check on it. Brooks asked if we recorded the disruption and suggested that we pursue prosecution. Martin will look into it.

UNFINISHED BUSINESS

None.

NEW BUSINESS

21-03 **Motion by Menerick, supported by Brooks, to approve the Compensation Philosophy.**

Discussion: Martin reviewed the purpose of the philosophy and the process used to develop this one. De Young commented on the reasons for the development of the philosophy. Brooks suggested grammatical corrections for consistency. Menerick asked if "Human Resources, supervisor" under special pay adjustments needs to capitalize "supervisor" and the general consensus was no. Menerick feels that DeYoung and Martin have worked hard to create a good working environment.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 7-0.

21-04

Motion by Belter, supported by Menerick, to approve the FY2021-22 Board Goals.

Discussion: Martin reviewed the current goals and their comparison to the previous year. Menerick asked if we should add something regarding being fiscally responsible; the board decided that it falls under the “Stewardship” section. Brooks suggested using a dash versus a double hyphen for the goal descriptions.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - absent

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 7-0.

TREASURER’S REPORT

The November 30, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

The December 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. Martin met with Ross Smith on January 25, 2021 to discuss building improvement projects and costs. Next scheduled meeting will be February 23, 2021 at 3:00 p.m.

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the January 5, 2021 meeting. De Young stated the visioning process, and also the director search, will take place at a future meeting. Next scheduled meeting is February 23, 2021 at 4:30 p.m.

Finance Committee – Burton Brooks

No report. Meeting will be scheduled at a later date.

Policy Committee – Caryn Lannon

No report. De Young asked the library administrative team to keep a running list of policies to address in the future.

Personnel Committee – Helen Bulthouse

No report.

DIRECTOR’S REPORT – JOHN MARTIN

Martin discussed the items included in the Director’s Report. COVID restrictions did not significantly decrease usage/circulation of items during the six-month period comparison. Osmun suggested installing more lockers, possibly in another location, if there is a need. Brooks suggested bringing this to Building and Grounds committee. De Young asked if we can use these remotely and Martin stated that the library administrative team has been discussing this. Martin prepared a library funding sources memo and Brooks suggested adding it to our website. De Young recommended graphics. Belter suggested writing thank you’s to our area legislatures for their support. Martin reviewed the Annual Agenda Outline. A discussion was had about the effects of the Brownfield Redevelopment requests on the library and Derdowski is gathering data.

PRESIDENT’S REPORT – DAVE DE YOUNG

No report.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

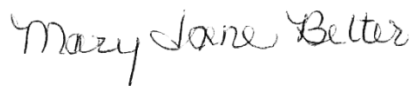
Moon Elementary received a grant from the Dolly Parton Foundation, and Menerick appreciated Loutit District Library assisting with the volunteer readers program. Osmun and Bulthouse will be unavailable for the March meeting.

NEXT REGULAR MEETINGS

A. Tuesday, March 2, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING

B. Tuesday, April 13, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING

Meeting adjourned at 6:35 p.m.



Secretary
Mary Jane Belter



President
Dave De Young

Minutes prepared by Michelle Moore