

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 5, 2019**

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,

Public: Steve Ozinga

Approval of Agenda

**19-04 Moved by Belter, supported by Lannon, to approve the Agenda as amended.
Motion carried 8-0.**

Annual Agenda Outline Review

The outline was received and reviewed. De Young asked when staff will be able to share operational statistics with the board. Martin responded that they'll be available at the next board meeting.

**19-05 Moved by Menerick, supported by Lannon, to approve the Consent Agenda.
Motion carried 8-0.**

- A. Approve the regular meeting minutes of January 8, 2019
- B. Approve the Planning Committee's recommendation of FY 2019-20 Goals
- C. Approve the December 2018 invoice payments

Public Comment
None.

Trustee Comment

Annual reports have been presented to the city councils of Ferrysburg and Grand Haven.

Unfinished Business

None.

New Business

19-06 Moved by Belter, supported by Brooks, to approve the Listing Agreement with Capstone Realty for the period of February 6, 2019 - July 31, 2019, with the stipulation that a marketing plan is developed for the property, the property is marketed outside the immediate area, and Capstone realtors attend the March 5, 2019 LDL Board of Trustees meeting to update the board on the efforts to sell the property. Motion carried 8-0.

19-07 Moved by Bulthouse, supported by Lannon, to approve a contract for strategic planning services with Kennari Consulting in the amount of \$7,500. Motion carried 8-0.

Menerick asked about Kennari working with the LDL board in the future to insure that the plan is implemented. Ozinga stated that he would be willing to do that.

19-08 Moved by Belter, supported by Brooks, to approve the Rose & Westra proposal to evaluate the proximity of solvents near the 715 Robbins Road property. Motion carried 8-0.

The proposal was received and reviewed. Osmun inquired about the credentials of Rose & Westra and the comprehensiveness of the testing. Martin confirmed that the proposal does not include testing but a review of testing data from Dake and offer a professional opinion.

Treasurer's Report

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

Derdowski noted that in the bank account report there was a large deposit in transit from the Flagstar Bank CD that was closed at the end of December, shown on the balance sheet as Undeposited Funds. All General Fund accounts are being closed and deposited into Chemical Bank awaiting the results of the investment discussion at the Finance Committee meeting on February 7.

Discussion ensued regarding W-2c corrections needed for prior years due to an error in how 457(b) Contributions and Defined Benefit Contributions were coded in Box 12.

Reporting was completed for State Aid, federal filing 1094-B and 1095-B for HCSP Plan, W-2s and 1099s.

19-09

Moved by Belter, supported by Bulthouse, to approve the expenditure of \$3,000 to have Dominion make the corrections to the W-2s. Motion carried 8-0.

Committee Reports

Finance Committee – Kathy Osmun

The next meeting of the committee is scheduled for February 7, 2019 at 4:30 pm.

Building and Grounds Committee – Burton Brooks

Minutes from the January 23, 2019 meeting were reviewed.

Planning Committee – Mary Jane Belter

Minutes from the January 15, 2019 meeting were reviewed.

Policy Committee – Caryn Lannon

The next meeting of the committee is scheduled for February 12, 2019 at 4:30 pm.

Personnel Committee – Helen Bulthouse

The next meeting of the committee is scheduled for February 7, 2019 at 4:30 pm.

Work Groups: Property Sale

Minutes from the January 15, 2019 meeting were reviewed.

Director's Report – John Martin

Martin and Belter will be presenting the annual report to Grand Haven Area Public Schools on March 7.

President's Report – Dave De Young

None.

Public Comment.

None.

Trustee Comment.

Rusco will not be able to attend the March meeting and Lannon will not be at the April meeting. Menerick inquired about annual conferences for trustees. On February 7, Martin will appear on Fox 17 to help promote the United Way initiative My Free Taxes.

Next Regular Meetings

- A. Tuesday, March 5, 2019, 4:30 pm, Program Room B
- B. Tuesday, April 9, 2019, 4:30 pm, Youth Program Room

The meeting was adjourned 6:13 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald