

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

The meeting was called to order by President Dave De Young at 4:35 p.m. in Program Room B.

Board members present: Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald

Approval of Agenda

**18-009**      **Moved by Rusco, supported by Bulthouse, to approve the Agenda.  
Motion carried 7-0.**

Staff Presentation

Allison Boyer, Head of Youth Services, highlighted recent and upcoming youth programs along with changes in spine labeling to make nonfiction books easier for children to find on shelves.

Annual Agenda Outline Review

The annual agenda was reviewed and revised.

Approval of the Consent Agenda

- A. Approve the regular meeting minutes of January 9, 2018
- B. Approve the December 2017 invoice payments in the amount of \$117,044.56

**18-010**      **Moved by Bulthouse, supported by Lannon, to approve the Consent Agenda.  
Motion carried 7-0.**

Public Comment

No Public Comment.

Trustee Comment

No Trustee Comment.

Unfinished Business

No unfinished business.

New Business

Discussion ensued regarding whether the library should retain Capstone Realty to market the Robbins Road property or should a request for proposals from other area commercial realtors be solicited. The value of temporarily removing the listing from the multiple listing service was also debated.

**18-011 Moved by Lannon, supported by Rusco, to approve amending the Listing Agreement with Capstone Realty to adjust the list price of the Robbins Road property to \$679,000 and to adjust the realtor commission rate to 5%, if sold by Capstone, or 6%, if sold by an outside agency. Motion carried 7-0.**

**18-012 Moved by Menerick, supported by DeYoung, to remove the Robbins Road property from the multiple listing service for a temporary period of time. Motion defeated 3-4 (Osmun, De Young, Menerick in support)**

Treasurer's Report

The December 31, 2017 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the December 31, 2017 Bank Account Report were received and discussed.

Brooks stated that the second budget amendment will include changes to library contributions to pension and retirement funds. Martin noted that the report includes the first budget amendment regarding the increase to the general fund and changes to the maintenance and debt service funds. Osmun questioned the large overtime expenditure. Martin explained that the overtime budget increased because the Christmas and New Year Day holidays fell on Mondays. Staff was given overtime instead of floating holidays to ensure proper staffing levels while the library was open during the holiday season. Overtime staff hours were also required for the 50<sup>th</sup> anniversary event.

Committee Reports

Finance Committee – Kathy Osmun  
No report.

Building and Grounds Committee – Burton Brooks

Minutes from the January 19, 2018 meeting were received and reviewed. Martin will meet with Ross Smith on February 7 to implement the first stages in the building improvement plan and to discuss the project fee. The Facility Repair & Maintenance Work Group will meet frequently to review the work.

Planning Committee – Caryn Lannon for Mary Jane Belter

Minutes from the January 16, 2018 meeting were received and reviewed. The committee will meet on February 21 at 4:30 pm.

Policy Committee – Caryn Lannon

The committee plans to meet sometime in March to review the proposed changes of ten policies staff have reviewed.

Personnel Committee – Helen Bulthouse

The committee plans to meet February 12 at 4:30 pm.

Work Group – Property Sale

Minutes from the January 15, 2018 meeting were received and reviewed.

Director’s Report – John Martin

A written report was received and reviewed. Also, for the board’s consideration, Martin introduced the idea of waiving overdue fines on juvenile library cards and, going forward, not charging overdue fines to juvenile cards.

President’s Report – Dave De Young

De Young expressed appreciation for all the committee work and for the work involved in adjusting the Robbins Road property listing agreement. He also reminded trustees to review Consent Agenda items and recommended that action items before Board be reviewed by Committees and Work Groups first.

Public Comment.

None.

Trustee Comment.

Bulthouse stated that it was not necessary to present the library’s annual report at the Robinson Township Board Meeting and that she’d sent copies of the report to the township board. A presentation of the annual report is scheduled on February 12 at the Grand Haven Charter Township Board Meeting and for the Grand Haven City Council on February 19.

Rusco stated that she will not be able to attend the March 6 LDL board meeting. Lannon will be absent for the April 3 meeting.

Next Regular Meetings

Tuesday, March 6, 2018, 4:30 pm, LDL Program Room B

April 3, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 6:23 pm.

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Secretary

Mary Jane Belter

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President

David De Young

Prepared by Kerry FitzGerald