

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

The meeting was called to order by President De Young at 4:55 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Dave De Young, Caryn Lannon, Lisa Menerick (5:22), Kathy Osmun

Board members absent: Helen Bulthouse, Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore, Allison Boyer

Public: Steve Ozinga and Becca Ryan (Kennari Consulting)

Approval of Agenda

Capstone Real Estate Presentation

Realtors from Capstone were not able to attend the meeting. Martin will invite them to present at the April meeting. Brooks suggested amending the Robbins Road MLS listing to include the deed restriction on the property.

Annual Agenda Outline Review

The outline was received and reviewed.

**19-10 Moved by Brooks, supported by Lannon, to approve the Agenda. Motion carried 5-0.**

**19-11 Moved by Osmun, supported by Brooks, to approve the Consent Agenda. Motion carried 5-0.**

- A. Approve the February 5, 2019 regular meeting minutes
- B. Approve January 2019 Check Register in the amount of \$138,223.83
- C. Approve Maintenance Fund Budget Amendment #1 with a net increase of \$35,000
- D. Approve Safe Deposit Box Memo

Public Comment

None.

Trustee Comment

Belter noted the upcoming library anniversaries: February 2019 marked the 20th anniversary as a district library; July 2019 will mark the 10th anniversary of the remodeled building. Celebration ideas will be on the April 9, 2019 board meeting agenda.

Unfinished Business

None.

New Business

**19-12 Moved by Belter, supported by Lannon, to approve the revisions to the Study Room Use Policy and the Program Rooms A and B Use Policy as recommended by the Policy Committee at their February 19, 2019 meeting. Motion carried 5-0.**

**19-13 Moved by Brooks, supported by Osmun, to amend the library's MERS 457 plan to allow employees to enroll in the plan on their date of hire. Motion carried 5-0.**

Menerick arrived.

**19-14 Moved by Belter, supported by Brooks, to approve CDARS (Certificate of Deposit Account Registry Service) and MICLASS (Michigan Cooperative Liquid Assets Securities System) as investment options for library savings. Motion carried 6-0.**

**19-15 Moved by Lannon, supported by Brooks, to approve the purchase and installation of a keyless entry system for the building, not to exceed a cost of \$10,000. Motion carried 6-0.**

**19-16 Moved by Belter, supported by Lannon, to approve the proposal for employee reimbursement related to W2Cs for years 2015, 2016, 2017, with an estimated cost of \$16,000. Reimbursement per amended return will be the actual cost up to \$200 with documentation. Motion carried 6-0.**

Treasurer's Report

The January 31, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Committee Reports

Finance Committee – Kathy Osmun

The minutes from the joint meeting with the Personnel Committee on February 7, 2019 were received and reviewed.

Building and Grounds Committee – Burton Brooks  
No report.

Planning Committee – Mary Jane Belter  
No report.

Policy Committee – Caryn Lannon  
The minutes from the February 19, 2019 meeting were received and reviewed.

Personnel Committee – Helen Bulthouse  
No report.

Director’s Report – John Martin  
The written report was received and reviewed.

President’s Report – Dave De Young  
No report.

Public Comment.  
None.

Trustee Comment.  
Lannon thanked staff for the purchase of Loutit District Library logo shirts.

Next Regular Meetings  
A. Tuesday, April 9, 2019, 4:30 pm, Youth Program Room  
B. Tuesday, May 7, 2019, 4:30 pm, Program Room B

The meeting was adjourned 5:39 pm.

---

Secretary

Mary Jane Belter

---

President

Dave De Young

Prepared by Kerry FitzGerald