

**LOUITIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 6, 2018**

The meeting was called to order by President Dave De Young at 4:30 p.m. in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun

Board members absent: Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald

Approval of Agenda

18-013 Moved by Brooks, supported by Bulthouse, to approve the Agenda as amended. Motion carried 7-0.

Annual Agenda Outline Review

The revised annual agenda was received and reviewed. It was noted that the Finance Committee needs to meet soon.

Approval of the Consent Agenda

A. Approve the January 2018 invoice payments in the amount of \$219,225.77

18-014 Moved by Bulthouse, supported by Menerick, to approve the Consent Agenda as revised. Motion carried 7-0.

The February 6, 2018 regular meeting minutes were removed from the Consent Agenda and added under Unfinished Business for discussion.

Public Comment

No Public Comment.

Trustee Comment

A memorial contribution for John Robertson, husband of former trustee Susan Robertson, was discussed. Belter will take care of the memorial on behalf of the board. Donations will be sent to the Endowment Fund at MSU for the Great Lakes Leadership Academy.

Unfinished Business

18-015 Moved by Lannon, supported by Bulthouse, to approve the February 6, 2018 regular meeting minutes as revised. Motion carried 7-0.

The minutes were revised to reflect changes in the Robbins Road property list price, realtor commissions, and MLS listing. De Young added to the president's report and Lannon corrected her comment regarding attendance at the March meeting.

New Business

18-016 Moved by Belter, supported by Bulthouse, to approve FY 2018-2019 Board Goals. Motion carried 7-0.

Discussion of an inquiry on the Robbins Road Property

De Young presented a summary of a meeting held earlier on March 6 with Josh Brugger and Field Reichardt regarding a conceptual use of the Robbins Road property for multi-use housing. This project would involve the library as part of the development process and would take several years. It was an interesting concept, but De Young could not recommend it.

18-017 Moved by Belter, supported by Osmun, to counter the purchase offer from Barry LaFreniere as amended for the Robbins Road property. Motion carried 7-0.

The consensus was to counter the offer with \$659,000 as the purchase price, along with the following contingencies:

- The buyer is prequalified.
- The buyer is aware of the deed restrictions on the property.
- The library will make available the Phase I Environmental Site Assessment, but if an update is desired, the buyer agrees to pay for an assessment.
- Any subdivision of the property is the responsibility of the buyer.
- The buyer deposits \$30,000 in earnest money, which will be forfeited if the buyer defaults.
- The brokerage fee is 5%, per the listing agreement.
- The library may consider other purchase offers.

Treasurer's Report

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

Committee Reports

Finance Committee – Kathy Osmun
No report.

Building and Grounds Committee – Burton Brooks
Minutes from the February 27, 2018 meeting were received and reviewed.

18-018 Moved by Menerick, supported by Lannon, to allocate \$179,260 for the 2018 building envelope and MEP capital improvements as presented in Wiss, Janney & Elstner engineer, Ross Smith's updated February 2018 construction and design project estimates. Motion carried 7-0.

Planning Committee – Mary Jane Belter
Minutes from the February 21, 2018 meeting were received and reviewed.

Policy Committee – Caryn Lannon
The committee is scheduled to meet on March 14 at 4:30 pm.

Personnel Committee – Helen Bulthouse
Minutes from the February 12, 2018 meeting were received and reviewed.

Director's Report – John Martin
A written report was received and reviewed.

President's Report – Dave De Young
DeYoung briefly reviewed the library trustee presentation to the Grand Haven City Council.

Public Comment.
None.

Trustee Comment.
Lannon reported on the trustee presentation to the Grand Haven Township Board. Bulthouse stated that the February naturalization ceremonies went very well. Menerick suggested sending a thank you to the USCIS for allowing the library to host the ceremonies. Belter suggested that Martin see if there would be any recognition for Loutit District Library by the Michigan Library Association, since LDL appears to be the only library in the state (other than the Ford Presidential Library) that hosts the ceremonies.

Menerick and Lannon will be absent for the April board meeting.

Next Regular Meetings

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

May 1, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 5:38 pm.

Secretary

Mary Jane Belter

President

David De Young

Prepared by Kerry FitzGerald