

**LOUIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES**

April 3, 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, Kathy Osmun, Cathy Rusco

Board members absent: Caryn Lannon, Lisa Menerick

Also present:

Library Staff: John Martin, Kerry FitzGerald

Guests: Carol Dawe, Director, Lakeland Library Cooperative

#### Staff Presentation

Carol Dawe, the new director of the Lakeland Library Cooperative, is visiting the 42 member libraries. She shared her goals for the cooperative, which include increasing resource sharing within the cooperative, conducting a needs assessment, along with holding regional meetings, training, and distance-learning for staff to reduce driving distances.

#### Approval of Agenda

**Moved by Belter, supported by Bulthouse, to approve the Agenda as amended.  
Motion carried 6-0.**

18-019

#### Annual Agenda Outline Review

Martin clarified that the months indicated on the agenda are months committees should be working on tasks, rather than having them finished. The Finance Committee will be meeting in May. The Building and Grounds Committee is planning to meet in April. The consensus was to add to the agenda the task of notifying governmental units of upcoming expiring trustee terms.

#### Approval of the Consent Agenda

- A. Approve the March 6, 2018 regular meeting minutes.
- B. Approve the February 2018 invoice payments in the amount of \$144,986.44.

**18-020**      **Moved by Brooks, supported by Bulthouse, to approve the Consent Agenda. Motion carried 6-0.**

Public Comment

No Public Comment.

Trustee Comment

De Young asked if there was an update on the LDL Community Conversations that will be conducted by Patrick Moran. Martin said that Moran indicated he is beginning to work on this project. Belter mention the recent House Bills introduced in response to the Larry Nassar case. The legislation may affect organizations working with children and the ability to obtain liability insurance.

Unfinished Business

None.

New Business

**18-021**      **Moved by Belter, supported by Brooks, to approve a three-year contract extension with Reliant Professional Cleaning Contractors, Inc. Motion carried 6-0.**

De Young asked why the contract wasn't put out for bid. Martin reviewed the history of recent cleaning contracts. When Reliant was hired, the board wanted to contract with a local company and Reliant was the lowest bidder. The comment from the board was that given the dollar amount of the contract, it should be bid out. Martin said that at present, there is only one other commercial cleaning company (Corporate Cleaning) in the Grand Haven area. Corporate Cleaning was interested in presenting a quote, but they are not available to do weekend cleaning, because they cannot find people to work weekends.

**18-022**      **Moved by Belter, supported by Bulthouse, to approve the following new and revised policies as recommended by the Policy Committee at their meeting of March 14, 2018 and amended, with the exception of the Library Director Appraisal Policy. Motion carried 6-0.**

- Display Spaces and Bulletin Board
- Donated Leave
- Entry of Building During Non-Open Hours
- Examination Proctoring

- Gift and Donation Acceptance
- Notary Service

Discussion ensued regarding discrepancies in the current procedures followed in reviewing the director. Osmun suggested pulling the policy from the agenda and referring it back to the Personnel Committee for their consideration.

De Young asked if people seeking to have something notarized need to sign a form and if one needs to be created. Martin stated that state guidelines are followed for this service.

**18-023 Moved by Bulthouse, supported by Belter, to nominate a Board member to run for Zone 5 Representative on the Par Plan Board of Directors for a three-year term beginning July 1, 2018. Motion failed 0-6.**

**18-024 Moved by Belter, supported by Bulthouse, to pay Invoice #1175 in the amount of \$11,636.77 to Port Sheldon Township for Loutit District Library's share of litigation in the Consumers Energy tax appeal. Motion carried 6-0.**

Martin noted that the library's total expenditure in the litigation, including this bill, is \$29,007.12.

#### Treasurer's Report

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

Martin commented on the following:

- Page 42 – 731.00 – expenditures for legal fees to date amounted to \$14,500. A budget amendment will be needed, since only \$1,000 was budgeted.
- Page 44 – miscellaneous income – \$225 was moved to the correct line.
- Page 45 – 675.03 – donations to the library; a donation from Larry Kieft will be used for local history/genealogy database access.

#### Committee Reports

Finance Committee – Kathy Osmun  
No report.

Building and Grounds Committee – Burton Brooks  
No report.

Planning Committee – Mary Jane Belter

The committee is waiting to hear from Patrick Moran to schedule a meeting.

Policy Committee – Caryn Lannon

Minutes from the meeting of March 14, 2018 were received and reviewed. De Young appreciated the detail in the minutes.

Personnel Committee – Helen Bulthouse

The committee will schedule a meeting in May to review the Library Director Appraisal Policy.

Work Group – Property Sale

The minutes from the meeting of March 26, 2018 were received and reviewed. Martin reported that the buyer has changed his mind due to the alleged loss of a tenant and withdrawn his offer.

Director's Report – John Martin

A written report was received and reviewed.

Building repairs will be conducted during the next fiscal year with work to start in September. Ross Smith has begun work on drawings and implementation. Brooks asked if a letter regarding not replacing the burned-out motors in the HVAC system had been received. Martin confirmed.

Naturalization Ceremonies have been scheduled for April 19 and 20. Hope College teamed with Holland-area libraries to sponsor Big Read Holland for adults and children. This year they are expanding the program outside of Holland and calling it Big Read Lakeshore. Martin is lobbying to host the children's author event at LDL. Rusco thanked Martin for introducing her to Fable the Poet, who is now making an appearance at her school.

President's Report – Dave De Young

No report.

Public Comment.

None.

Trustee Comment.

Brooks noted the retirement party for Sandie Enders [Knes] on April 26 from 5:00-6:30 pm at the Muskegon Area District Library and stated he plans to attend. Also noted was the memorial service to be held for John Robertson on April 5. Martin, FitzGerald, Bulthouse, De Young, and Belter plan to attend.

Executive Session

**18-025**      **Moved by Belter, supported by Brooks, to go into closed session pursuant to Section 8 (h) of the Michigan Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute. {Roll call vote}**

Belter – yes  
Brooks – yes  
Bulthouse – yes  
DeYoung – yes  
Lannon – absent  
Menerick – absent  
Osmun – yes  
Rusco – yes

**Motion carried 6-0.**

The board entered closed session at 5:44 pm.

**18-026**      **Moved by Belter, supported by Bulthouse, to come out of closed session. Motion carried 6-0.**

The board returned to open session at 5:58 pm.

Next Regular Meetings  
    May 1, 2018, 4:30 pm, LDL Program Room B  
    June 5, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 6:00 pm.

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Secretary

Mary Jane Belter

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President

David De Young

Prepared by Kerry FitzGerald