

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

May 5, 2020

The meeting was called to order by President De Young at 4:43 pm via Zoom.

Board members present: Mary Jane Belter, Helen Bulthouse, Burton Brooks (joined at 5:00 pm), Dave De Young, Caryn Lannon, Kathy Osmun, Cathy Rusco

Board members absent: Lisa Menerick

Library Staff present: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore, Ben Knight, Elizabeth Griffin, Chelsea McCoy, Amy Van Oordt, Katie Tobin, Yvonne Olmsted, Anna Cox, Kim Rice, Christina LeVey-Rowland, Kat Desjardins, Heather Love, Julia Hoebeke, Sarah Johnston, Jen Norton, Allison Boyer, Jeanette Weiden, Michelle Plews

Presentation – Circulation Staff Update – Kim Rice

Rice shared the phone outreach initiative to seniors that the Circulation Team conducted recently to offer assistance with using digital content, finding information online, and answering questions. The response was overwhelmingly positive and the outreach was very much appreciated. Staff also offered the opportunity to take a quick survey to gather programming interests for future planning.

Presentation – Salary Study – Brian Mortimore

Mortimore presented an overview of the study, including research methods and reliability of data obtained for the West Michigan market. The study indicated that entry- and middle-level paraprofessional positions are, in general, paid at or above the current market rate, while the professional positions are underpaid. Recommendations included eliminating the narrow pay ranges and limited pay steps (often found in union environments) in favor of broader pay ranges, and adopting a pay philosophy that allows for more flexibility in a compensation program tied to performance.

De Young asked if Mortimore could provide a guide to the discussed pay philosophy. Mortimore will be in contact.

A discussion ensued about the potential to schedule pay increases in the FY 2020-2021 budget for job classifications designated 5 through 8 to bring them to a level more comparable to market averages. Derdowski will provide possible funding scenarios at the Finance and Personnel Committees meeting on May 12.

Approval of Agenda

20-36 Moved by Bulthouse, supported by Rusco, to approve the Agenda. Motion carried 7-0.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - absent

Osmun - yes

Rusco – yes

Motion carried 7-0.

Annual Agenda Outline Review

The outline was received and reviewed. Martin noted that the January-March statistics will be presented at the June meeting. Also at the meeting, the public hearing on the FY 2020-2021 Budget will be presented. Derdowski stated that she had received the taxable values and millage reduction fraction from the county. The Building and Grounds Committee has been waiting for Ross Smith's estimate on the window project before meeting to discuss recommendations for the budget. The committee's next meeting date was set for May 19 at 3:00 pm.

Bulthouse asked if Meet Up & Eat Up had been cancelled. Martin reported that he'll be attending a Zoom meeting to discuss new logistics for the program. Touch a Truck has been cancelled. Belter suggested posting video clips and interviews with community partners instead.

20-37 Moved by Belter, supported by Brooks, to approve the Consent Agenda. Motion carried 7-0.

A. Approve the regular meeting minutes of April 7, 2020

B. Approve the March 2020 Check Register in the amount of \$159,294.28

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes
Menerick - absent
Osmun - yes
Rusco – yes

Motion carried 7-0.

Public Comment

Kat Desjardins read a prepared statement regarding the proposed staffing cuts and asked the board to consider other options. De Young thanked Desjardins for voicing her concerns.

Trustee Comment

None.

Unfinished Business

None.

New Business

20-38

Moved by Brooks, supported by Rusco, to approve elimination of following positions as discussed at the joint Finance and Personnel Committees meeting of April 28, 2020:

- 1. Reference & Information Library Aide II (two positions)**
- 2. Youth Services, Library Assistant II**
- 3. Local History/Genealogy, Library Assistant II**

Martin stated how difficult the decision to cut staff was to make and reiterated that these eliminations were not due to poor employee performance but were deemed necessary due to expected changes in library services in the new social-distancing world. Less face-to-face patron interaction, along with fewer public computers, will require less staff to work the library service desks. He also reported that Library Assistant I Julia Hoebeke is retiring at the end of May. Her position will not be filled.

Bulthouse shared an email from Elizabeth Potter, who expressed her disappointment at the decision to eliminate positions but conveyed her gratitude for being able to work at LDL for as long as she has.

Bulthouse stated that she could not support a decision to eliminate positions and urged the board to explore alternatives.

Osmun shared that she has experienced being on the receiving end of layoffs and stressed that staff were not reduced to figures on paper. This was a difficult recommendation. She thanked Desjardins for her comments.

Martin stated that the library needs to be flexible to quickly adapt to unforeseen changes in the future.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - no
DeYoung - yes
Lannon - yes
Menerick - absent
Osmun - yes
Rusco – yes

Motion carried 6-1.

20-39

Moved by Brooks, supported by Rusco, to approve staffing changes and job descriptions as discussed at the joint Finance Committee and Personnel Committees meeting on April 28, 2020:

- 1. Eliminate Assistant Director, Library Operations Position**
- 2. Create new position, Head of Technical Services**
- 3. Revised job description – Assistant Director, Finance and Human Resources**
- 4. Revised job description – Assistant Director, Library Services**
- 5. Revised job description – Maintenance Technician**
- 6. Increase Library Assistant II, Youth Services position to 40 hours per week**

Martin reviewed the proposed changes, including the proposal for the new position from Kerry FitzGerald and the need to increase the Library Assistant II, Youth Services hours. Chelsea McCoy is leading the Marketing Team and has assumed additional responsibilities.

FitzGerald explained that the proposed position is in line with the Strategic Plan and the new structure of library services. As the library creates more and more of its own digital content, a skillset in machine coding and archival management is needed to ensure public access to this growing content and its preservation. She looks forward to increasing her skills in various programming languages, along with getting the new cataloging team up to speed.

Roll call vote:

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

Motion carried 7-0.

20-40

Moved by Belter, supported by Brooks, to approve FY 2020-2021 proposed staffing changes and job descriptions as discussed at the joint Finance Personnel Committees meeting on April 28, 2020:

- 1. Increase base hours for Library Assistant I, Cataloging from 24 to 28 hours per week, beginning July 1, 2020**
- 2. Promote existing Library Assistant I, Circulation, from 28 hours per week to full-time, Library Assistant II, Circulation, beginning July 1, 2020**
- 3. Eliminate part-time Library Assistant I, Circulation, beginning July 1, 2020**
- 4. Upon successful completion of MLIS degree, promote full-time, Library Assistant II to Librarian – Youth Services/Marketing**

Martin explained the proposed staffing changes: 1) more hours would be given to Kavitha Biddanda to assume the cataloging responsibilities of Julia Hoebeke; 2) Kim Rice would assume more responsibilities in leading the Circulation Team; 3) Rice's part-time position would not be filled; and 4) Chelsea McCoy's job description would reflect the successful completion of her degree.

Belter stated that McCoy has been doing an excellent job organizing and leading the Marketing Team.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - absent

Osmun - yes

Rusco – yes

Motion carried 7-0.

20-41

Moved by Lannon, supported by Brooks, to approve a three-year contract extension with Trane for HVAC service. Contract period – May 1, 2020 – June 30, 2023.

De Young asked if architect Ross Smith had reviewed the quote. Martin stated that Smith had reviewed Trane's original quote before they were hired in May 2019. Martin stated that he's pleased with Trane's trial period and recommended extending the contract.

Roll call vote:

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

Motion carried 7-0.

20-42

Moved by Brooks, supported by Bulthouse, to amend the *Personnel Policy and Procedures Manual, Section 1.1, Purpose.*

Martin explained the need to make quick decisions, due to situations like COVID-19, without having to wait for the board to meet. De Young asked how the wording was achieved. Derdowski stated that Brian Mortimore was consulted and offered the wording. De Young suggested that these changes belonged in a broader board policy, not in a personnel manual. It was noted that the *Personnel Policy and Procedures Manual* is scheduled for review in the near future. The consensus was to accept the proposed amendment for the time being.

Roll call vote:

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

Motion carried 7-0.

Treasurer's Report

The March 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski reviewed the General Fund and reimbursements from the Maintenance Fund. Several items will need a budget amendment, including amendments due to staff retirements and payouts and the unplanned expense of the salary study in this year's budget. She also reported that Delta Dental will refund the April premium and noted that interest rates are dropping.

Committee Reports

Finance Committee – Burton Brooks

Minutes from the April 28, 2020 joint meeting of the Finance and Personnel Committees, along with a Staffing Changes PowerPoint, the current/approved organizational chart, proposed FY 2019-2020 organizational chart, and the proposed FY 2020-2021 organizational chart were received and discussed.

Bulthouse mentioned Community Relations Coordinator Larry Halverson's retirement. Martin explained that since the library is turning away from in-house programming to online programming, the position was also included in the proposed job eliminations but that Halverson opted to retire on May 15 instead. In a communication Bulthouse received from Halverson, he expressed his appreciation working at LDL over the years.

Belter asked, with the personnel changes, who would assume the role as Acting Director should something happen to the Director. According to the Assistant Director job descriptions, Moore would be the likely candidate that the board would appoint.

The committee will meet jointly with the Personnel Committee on May 12, 2020 at 3:30 pm.

Building and Grounds Committee – Burton Brooks

The committee will meet on May 19, 2020 at 3:00 pm.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No additional report.

Director's Report – John Martin

The written report was received and discussed.

Martin will follow up on expiring trustee positions. A RFQ for janitorial services will be posted next week. Successful bids will be presented at the June board meeting. Osmun suggested including new OSHA COVID-19 sanitization standards.

De Young asked for an overview of post-COVID reopening procedures for admitting staff and patrons into the building. Belter suggested getting rid of cloth chairs due to the difficulty in cleaning them. Discussion ensued about the use of public spaces, such as the study rooms and the refreshment lounge.

President's Report – Dave De Young

De Young suggested that the staff develop skills in podcasting and creating online video content.

Public Comment.

Kim Rice stated that she was sad for the positions that were eliminated and the staff who were leaving but was grateful for the change in her position. Chelsea McCoy stated that it was hard to be promoted when fellow staff members have lost their jobs. She's looking forward promoting the library even more. Yvonne Olmsted said that, "although it's been an emotional time, it's good to be working at the library. I'm excited about all of the new happenings."

Trustee Comment.

De Young commented that the changes forced upon the library – the need to move to remote, digital services – were bittersweet. Bulthouse thanked the entire staff for hard work in hard times. Belter also thanked the staff for their positive effect on other community organizations with diminishing resources. Lannon echoed the sentiment.

Next Regular Meetings

- A. Tuesday, June 2, 2020, 4:30 pm, place TBA
- B. Tuesday, July 9, 2020 – Annual Meeting – 4:30 pm, place TBA

The meeting was adjourned 6:57 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald