

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
May 7, 2019**

The meeting was called to order by Vice President Kathy Osmun at 4:32 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young (4:49 pm), Caryn Lannon, Lisa Menerick (via phone), Kathy Osmun, Cathy Rusco

Also present: Steve Ozinga and Becca Ryan (Kennari Consulting), Robert McGee  
Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore, Allison Boyer

Presentation – Salary Study, GVSU Economics Club

Gavin Hunter, GVSU grad, shared a statewide compensation study comparing the LDL salaries for director, assistant director, department heads, and librarian positions with equivalent positions in Class IV, V, and VI libraries. Of the positions, the director's salary was less, the assistant director's salary was at par, and department heads/librarians were paid more than staff at similar-sized libraries. He suggested completing the study again in two years.

Presentation – Capstone Real Estate

Capstone was asked to present an update on the firm's marketing efforts of the Robbins' Road property. He also addressed the offer from Randall Price for \$480,000 on the property, suggesting the board make a counter offer.

Annual Agenda Outline Review

The outline was received and reviewed. Menerick has already submitted an application for reappointment. Martin will contact GHAPS regarding Belter's reappointment.

Approval of Agenda

**19-22 Moved by Bulthouse, supported by Rusco, to approve the Agenda. Motion carried 8-0.**

19-23

**Moved by Belter, supported by Rusco, to approve the Consent Agenda.  
Motion carried 8-0.**

- A. Approve the April 2, 2019 regular meeting minutes
- B. Approve March 2019 invoice payments in the amount of \$109, 963.42

Public Comment

Robert McGee of 6990 Joal St., Allendale, terminated from employment at Loutit District Library on February 20, 2019, asked the board to approve payment of accrued vacation, bonus, personal, and sick hours. The board asked that he make his request in writing prior to the Personnel Committee meeting scheduled for May 14, 2019, at which time the committee would consider his request.

Trustee Comment

Menerick commented that she watched a Channel 8 news report on the Kalamazoo Public Library's elimination of overdue fines. Martin stated that Grand Rapids Public Library is eliminating overdue fines for kids' materials and Kent District Library is eliminating their overdue fines. Research has shown that overdue fines have a negative impact at the lower economic level.

Unfinished Business

None.

New Business

19-24

**Moved by Brooks, supported by Lannon, to approve a Library of Michigan Board Resolution Statement of Assurances for a Mobile Hotspot Grant Submission.  
Motion carried 8-0.**

Martin reported that libraries in Ottawa County have discussed ways to improve internet services. Three of the nine libraries make mobile hotspots available for patrons to check out free of charge for one week. The T-Mobile hotspots all have homing devices, and if a device is lost or damaged, they will replace it at no charge. T-Mobile will filter website access. Loutit District Library will act as the fiscal agent for the grant.

19-25

**Moved by Brooks, supported by Lannon, to approve a Library of Michigan CIPA Internet Safety Certification for a Mobile Hotspot Grand Submission.  
Motion carried 8-0.**

19-26

**Moved by Bulthouse, supported by Brooks, to approve a one-year HVAC Preventive Maintenance Agreement with Trane. Motion carried 8-0.**

Martin reviewed the building maintenance needs and the proposals that were solicited by Jack Wilson, who recommended Trane. Trane will honor the 3% discount offer if the board decides to extend the contract to three years upon renewal.

**19-27 Moved by Belter, supported by Brooks, to consider a purchase offer of \$480,000 from Randall Price, Five Star Reality, for the library's Robbins Road property. Motion failed 0-8.**

**19-28 Moved by Menerick, supported by Brooks, to counter the offer from Randall Price in the amount of \$679,000 with an earnest money deposit of \$35,000, closing to take place within 90 days, with an extension of 60 days, and a forfeiture of \$10,000 if the closing deadline is not met. Motion carried 8-0.**

Martin distributed a letter received from Housing Next in regards to the Robbins Road property. Discussion ensued. Martin will respond on behalf of the board.

#### Treasurer's Report

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

Derdowski reported that LDL investments with Michigan Class have been established. To help her complete the MERS W-2 project, she requested an additional 40 hours of temp help at an estimated cost of \$800.

**19-29 Moved by Rusco, supported by Bulthouse, to approve an additional 40 temp hours. Motion carried 7-0. (Menerick's connection was interrupted).**

#### Committee Reports

##### Finance Committee – Burton Brooks

The committee will meet on May 14, 2019 at 4:30 pm to discuss the 2019-2020 FY Budget.

##### Building and Grounds Committee – Burton Brooks

The committee is scheduled to meet on May 16, 2019 at 4:30 to discuss the schedule of building improvements.

##### Planning Committee – Mary Jane Belter

No report.

##### Policy Committee – Caryn Lannon

No report.

##### Personnel Committee – Helen Bulthouse

The committee will be meeting jointly with the Finance Committee on May 14.

Property Sale Workgroup

The minutes from the April 30, 2019 were received and discussed.

19-30

**Moved by Brooks, supported by Bulhouse, to amend the April 30, 2019 Property Sale Workgroup minutes to reflect a suggested counter offer on the Robbins Road Property of \$679,000. Motion carried 8-0.**

Director's Report – John Martin

The written report was received and reviewed.

President's Report – Dave De Young

None.

Public Comment.

None.

Trustee Comment.

Belter will not be able to attend the June meeting.

Next Regular Meetings

- A. Tuesday, June 4, 2019, 4:30 pm, Program Room B
- B. Tuesday, July 9, 2019, 4:30 pm, Youth Program Room

The meeting was adjourned 6:16 pm.

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Secretary

Mary Jane Belter

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President

Dave De Young

Prepared by Kerry FitzGerald