

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 6, 2019**

The meeting was called to order by President Dave De Young at 4:33 pm in Program Room B.

Board members present: Burton Brooks, Helen Bulthouse, Dave De Young, Lisa Menerick (via phone), Kathy Osmun (4:36), Cathy Rusco
Board members absent: Mary Jane Belter, Caryn Lannon
Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Allison Boyer (5:08)
Also present: Robert McGee

Approval of Agenda

**19-31 Moved by Bulthouse, supported by Brooks, to approve the Agenda as amended.
Motion carried 5-0.**

Annual Agenda Outline Review

The outline was received and reviewed. Belter was reappointed for another term. Menerick has already submitted an application for reappointment.

Osmun arrived at 4:36 pm.

Public Hearing: Proposed Fiscal Year 2019-2020 Library Budgets

President De Young opened the hearing at 4:38 pm.

Derdowski reviewed items that were changed in the 5/30/19 Draft Proposed 2019/20 Budget due to updated revenue and expense information:

402.06 GH City – Current Property Tax: Revenue was reduced by \$24,810 due to incorrect capture calculation being utilized in prior years.

403.03 Per Prop Tx State Reimbursement: Revenue was reduced by \$6,500 due to the incorrect split between funds of the Per Prop Tx State Reimbursement in prior years.

657.00 Fines&Penalties - Lib Materials: Revenue was reduced by \$11,000 due the elimination of fines on all materials.

699.99 Appropriation from Fund Balance: Appropriation was increased by \$26,835 in order to balance the budget changes made.

730.04 Employment-Related Expenses: Expense was reduced by \$5,775 as employee/volunteer background checks will begin on a three-year rotation plan.

730.92 Buildings & Grounds Maintenance: Expense was reduced by \$2,500 due to an expectation for repairs needed related to HVAC to be less than in the current year.

743.01 Books For Youth: Expense was reduced by \$1,000 due the elimination of purchasing the World Book Encyclopedia in FY2019/20.

743.07 Electronic Materials: Expense was increased by \$2,950 due to an increase in fees for OverDrive that was greater than anticipated.

743.55 Adult Programming: Expense was reduced by \$2,250 due to a reduction in the Special Programs line item. Outside sponsorship/donations will be pursued for these types of programs.

785.00 Memberships & Dues: Expense was reduced by \$300 due to fewer number of Board Members (2) renewing their MLA Membership.

790.00 Printing & Promotions: Expense was reduced by \$800 due to producing four issues of the newsletter (two mailed full runs and two smaller locally distributed runs)

820.00 Postage: Expense was reduced by \$4,400 due to mailing two newsletters vs. mailing three newsletters, as proposed in the 5/4/19 Draft Proposed 2019/20 Budget

956.01 Miscellaneous: Expense was reduced by \$1,400 due to a reduction in the Community Events line item.

Brooks voiced his objection to the reduction of newsletter mailings.

The hearing was closed at 5:02 pm.

19-32

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

- A. Approve the May 7, 2019 regular meeting minutes (as amended)
- B. Approve April 2019 invoice payments in the amount of \$139,332.87
- C. Approve the 2019 summer tax collection agreement with Port Sheldon Township at \$2.87 per parcel

- D. Approve the FY 18/19 Debt Service Fund A Budget Amendment #1 with a net increase of \$2,388
- E. Approve the FY 18/19 Debt Service Fund B Budget Amendment #1 with no change
- F. Approve the FY 18/19 Maintenance Fund Budget Amendment #2 with a net increase of \$30,000

Public Comment

Robert McGee of 6990 Joal St., Allendale, stated that he is waiting to hear from the board regarding the approval of payment of his accrued vacation, bonus, personal, and sick hours. De Young stated that the board will respond after the minutes from the Finance and Personnel May 14, 2019 meeting are reviewed.

Trustee Comment

None.

Unfinished Business

None.

New Business

19-33 Moved by Osmun, supported by Rusco, to approve a resolution to adopt a Budget for Loutit District Library for the 2019-2020 Fiscal Year and to appropriate funds for said purposes, as follows:

General Fund	\$2,504,330
Maintenance Fund	\$111,234
Debt Service A Fund	\$258,547
Debt Service B Fund	\$321,300

Motion carried 5-1 (Brooks).

19-34 Moved by Brooks, supported by Osmun, to approve a resolution to set the 2019 property tax levy for operating purposes at .9689 mill and to set the 2019 property tax levy for debt retirement purposes at .1150 mill. Motion carried 6-0.

19-35 Moved by Osmun, supported by Menerick, to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:

Family Coverage	\$1,000
Double Coverage	\$750
Single Coverage	\$500

These payments are distributed bi-weekly as part of the employee's pay.

Motion carried 6-0.

- 19-36 Moved by Bulthouse, supported by Menerick, to approve a two-year contract for IT services with Grand Haven Area Public Schools. First year annual cost (FY 2019-2020) will be \$ 46,643.04 and second year annual cost (FY 2020-2021) will be \$ 47,342.64. Motion carried 6-0.
- 19-37 Moved by Bulthouse, supported by Osmun, to approve the Library Assistant II for Youth Services (19 hour per week) job description. Motion carried 6-0.
- 19-38 Moved by Bulthouse, supported by Osmun, to approve the Library Assistant II for Youth Services (30 hour per week) job description. Motion carried 6-0.
- 19-39 Moved by Bulthouse, supported by Brooks, to approve the Library Assistant II for Adult Services (30 hour per week) job description. Motion carried 6-0.
- 19-40 Moved by Brooks, supported by Rusco, to approve General Fund Budget Amendment #2 with a net increase of \$57,704. Motion carried 6-0.

Derdowski reported that Amendment was adjusted from what was provided in the consent agenda for the following items:

699.99 Appropriation from Fund Balance: Appropriation was increased by \$57,704 in order to balance the budget changes made.

702.00 FT Salaries & Wages: Expense increased by \$20,314. Underestimated budget from personnel changes made in current year.

703.00 PT Salaries & Wages: Expense decreased by \$15,000. Overestimated budget and vacant position for part of the year.

717.00 FICA - ER: Expense increased by \$1,000. Underestimated budget from personnel changes made in current year.

970.10 Capital Improvements: Wording change only in description – Reclass Expenses for WJE Building Services from General Fund To Maintenance Fund; Keyless Entry Install

Treasurer's Report

The April 30, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Derdowski reported that the library will continue to use the modified accrual method of accounting as in prior years for the governmental fund financial statements. All entries needed (with the exception of entries related to the pension) to prepare the government-wide financial statements, following the accrual basis of accounting, will be prepared internally and provided to the auditor for review.

Brooks questioned the sick/vacation time payout. Derdowski stated the payout was for accrued benefits at the time of Laura Kraly's resignation and Mary Mihovich's retirement.

Committee Reports

Finance Committee – Burton Brooks

The minutes from the May 14, 2019 joint Finance and Personnel Committee Meeting were received and discussed. The consensus was to not award Bob McGee payment of his accrued vacation, bonus, personal, and sick hours, according to library's termination and final compensation policies.

Building and Grounds Committee – Burton Brooks

The minutes from the May 16, 2019 meeting were reviewed and discussed.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report.

Property Sale Workgroup – Lisa Menerick

No report.

Director's Report – John Martin

The written report was received and reviewed. Martin reported on the demolition and construction process at the Columbus Ave. and employee entrance. Brooks suggested selling bricks from the demolition as a

fundraiser. Martin stated that RAM Construction Services is planning to salvage and reuse the bricks in the reconstruction project, which is scheduled to be completed before the Coast Guard Festival. The library's and the Masons' parking lots were resealed and striped. Martin also gave a review of the staff SWOT Analysis meeting and plans for upcoming training sessions this summer. Boyer gave an update on 1,000 Books Before Kindergarten and funding received from the Westerman Fund.

President's Report – Dave De Young

De Young asked trustees to submit committee preferences to him prior to the July meeting.

Public Comment.

None.

Trustee Comment.

Menerick stated her appreciation for being able to attend by phone. The September meeting may need to be moved from September 4 to September 10.

Next Regular Meetings

- A. Tuesday, July 9, 2019, 4:30 pm, LDL Program Room B
- B. Tuesday, August 6, 2019, 4:30 pm, LDL Program Room B

The meeting was adjourned 5:53 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald