

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 5, 2018**

The meeting was called to order by Vice President Kathy Osmun at 4:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Caryn Lannon, Kathy Osmun, Cathy Rusco

Board members absent: Helen Bulthouse, Dave De Young, Lisa Menerick

Also present:

Library Staff: John Martin, Kerry FitzGerald

Approval of Agenda

Staff Presentation

Laura Kraly, Head of Adult Services, gave an overview of Kanopy, a video streaming service new to the library starting in July. Kanopy is known for its “thoughtful entertainment” and features over 30,000 documentaries and movies. LDL patrons are eligible to borrow up to 10 titles per month, at a cost of \$5.00 per title to the library. There are no other fees to the library or patrons, and public performance rights are included. Kraly intends to start a movie discussion club in the fall, utilizing titles in the Kanopy collection. Additionally, LDL is partnering with other lakeshore libraries for Big Read Lakeshore in October.

Approval of Agenda

18-029

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

Annual Agenda Outline Review

Martin pointed out that the contract with the City Farmer expires October 31. Both Lannon’s and De Young’s terms are ending and their reappointments are on the respective township board and city council meeting agendas this month. The Personnel Committee needs to revise the director evaluation procedures/form, and then the Policy Committee will revise the director evaluation policy.

Public Hearing: Proposed Fiscal Year 2018-2019 Library Budgets

Vice President Osmun opened the hearing at 4:55 pm. Following no public comment, the hearing was closed at 4:56 pm.

18-030 Moved by Brooks, supported by Lannon, to approve the Consent Agenda. Motion carried 5-0.

Approval of the Consent Agenda

- A. Approve April 3, 2018 regular meeting minutes
- B. Approve the May 10, 2018 special meeting minutes
- C. Approve March 2018 invoice payments in the amount of \$182,484.99
- D. Approve April 2018 invoice payments in the amount of \$152,268.38
- E. Approve the 2018 summer tax collection agreement with Port Sheldon Township at \$2.87 per parcel
- F. Approve an invoice from Ottawa County in the amount of \$103,779.92, as the Library's portion of the 2016 and 2017 Consumers Power tax appeal settlement, with \$88,212.93 appropriated from General Fund and \$15,566.99 from Debt Service Fund A
- G. Approve FY 17/18 Debt Service Fund A Budget Amendment #2 with a net increase of \$9,830
- H. Approve FY 17/18 General Fund Budget Amendment #2 with a net increase of \$97,563

Public Comment

None.

Trustee Comment

None.

Unfinished Business

None.

New Business

18-031 Moved by Brooks, supported by Belter, to approve a resolution to adopt a Budget for Loutit District Library for the 2018-2019 Fiscal Year and to appropriate funds for said purposes, as follows:

General Fund	\$2,639,026
Maintenance Fund	\$219,485
Debt Service A Fund	\$249,200
Debt Service B Fund	\$321,300

Motion carried 5-0.

18-032 Moved by Brooks, supported by Lannon, to approve a resolution to set the 2018 property tax levy for operating purposes at .9689 mill and to set the 2018 property tax levy for debt retirement purposes at .1150 mill. Motion carried 5-0.

18-033 Moved by Belter, supported by Brooks, 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 annual compensation

Double Coverage - \$ 750 annual compensation

Single Coverage - \$ 500 annual compensation

These payments are distributed bi-weekly as part of the employee's pay. Motion carried 5-0.

18-034 Moved by Brooks, supported by Lannon, to contract with a temporary employment agency for a part-time Business Manager. Motion carried 5-0.

Osmun suggested that Martin contact Robert Half Account Temps and Kelly Services and to inquire what kind of background checks these companies provide as well as buyout fees.

18-035 Moved by Belter, supported by Lannon, to approve the Cooperative Agreement with Grand Haven Area Public Schools to Share Services of GHAPS Technology Support. Motion carried 5-0.

Martin shared the proposed contract for the new fiscal year and noted the increase from about \$45,000 to \$49,800, along with the increase in service, including the phone system, wireless controller, and IP cameras.

Treasurer's Report

The March 31, 2018 and April 30, 2018 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the March 31, 2018 and April 30, 2018 Bank Account Reports were received and discussed.

Committee Reports

Finance Committee – Kathy Osmun

The draft minutes from the May 22, 2018 joint Finance and Personnel Committees Meeting were received and discussed.

Building and Grounds Committee – Burton Brooks

No report.

Planning Committee – Mary Jane Belter

John reported that Patrick Moran held a community conversations session with staff last Saturday.

Policy Committee – Caryn Lannon

The Committee plans to meet in late June.

Personnel Committee – Helen Bulthouse

The Committee will be meeting on June 20 at 4:00 pm.

Facility Repair & Maintenance Work Group

The draft minutes from the May 30, 2018 Meeting were received and discussed. Ross Smith's goal is to have a bid package for repairing windows out in July with work to be done in October. Martin outlined the upcoming repair of the Columbus Avenue entrance railings.

Director's Report – John Martin

A written report was received and reviewed.

Martin highlighted the upcoming One for the Foxes concert on June 6 and Beth Crumley's memorial presentation for the *Escanaba* on June 7. Naturalization ceremonies are planned for July 19 and 20. Plans are in the works for possibly holding a naturalization ceremony August 1 on the flight deck of the USCG Cutter *Escanaba* for the Coast Guard Festival.

President's Report – Dave De Young

No report.

Public Comment.

None.

Trustee Comment.

None.

Next Regular Meetings

Annual Meeting – Tuesday, July 10, 2018, 4:30 pm, LDL Youth Program Room

Tuesday, August 7, 2018, 4:30 pm, LDL Youth Program Room

The meeting was adjourned 5:48 pm.

Secretary

Mary Jane Belter

Vice President

Kathy Osmun

Prepared by Kerry FitzGerald