

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 10, 2018**

The meeting was called to order by President De Young at 4:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Lisa Menerick, Kathy Osmun, Cathy Rusco

Board members absent: Caryn Lannon

Also present:

Library Staff: John Martin, Kerry FitzGerald

Staff Presentation

Jeanette Weiden spoke about the June 7 75th anniversary commemoration of the sinking of the Escanaba. She also talked about the research and outreach to surviving descendants she did with Mary Mihovich and Elizabeth Potter. Staff located all but two of the crewmen's families, and twenty families will be in attendance at this year's Coast Guard Festival. Weiden is planning a Coast Guard history walking tour.

Approval of Agenda

18-036 Moved by Menerick, supported by Bulthouse, to approve the Agenda as amended. Motion carried 7-0.

Annual Agenda Outline Review

Martin will include the conflict of interest disclosures in the August meeting agenda. Committee appointments will also be made at the August meeting.

18-037 Moved by Brooks, supported by Menerick, to approve the Consent Agenda. Motion carried 7-0.

Approval of the Consent Agenda

- A. Approve the regular meeting minutes of June 5, 2018
- B. Approve May 2018 invoices in the amount of \$187,505.95
- C. Approve the following Purchase Orders:

PO	Name	Amount
968	Priority Health for FY 2018/19 insurance premiums	\$132,315
969	Wiss, Janney & Elstner for professional services FY 2018/19	36,700
970	Lakeland Library Cooperative services FY 2018/19	29,460
971	Reliant Professional Cleaning for custodial service FY 2018/19	64,465
972	Vredeveld Haefner LLC for June 30, 2018, auditing services	6,500
973	MCLS for Overdrive FY 2018/19 for e-books	14,750
974	Overdrive Advantage e-books FY 2018/19	30,000
975	BHS Insurance for Property & Liability Insurance FY 2018/19	12,000
976	GHAPS Technology Services FY 2018/19	50,000
977	Spring Lake District Library for reimbursement of Ferrysburg 2018 penal fines	7,730
978	Howard Miller Library for reimbursement of taxes in Zeeland School District	39,000
979	Rycenga Electric to retrofit lamps with LED	27,100

Public Comment

None.

Trustee Comment

None.

Unfinished Business

None.

New Business

Election of Officers

18-038 **Bulthouse, supported by Belter, nominated Dave De Young for President. Moved by Belter, supported by Bulthouse, that nominations be closed and a unanimous ballot be cast for De Young. Motion carried 7-0.**

18-039 **Bulthouse, supported by De Young, nominated Kathleen Osmun for Vice President. Moved by Belter, supported by Bulthouse, that nominations be closed and a unanimous ballot be cast for Osmun. Motion carried 7-0.**

18-040 **Bulthouse, supported by Osmun, nominated Mary Jane Belter for Secretary. Moved by Osmun, supported by Rusco, that nominations be closed and a unanimous vote be cast for Belter. Motion carried 7-0.**

18-041 Belter, supported by De Young, nominated Burton Brooks for Treasurer. Moved by De Young, supported by Belter, that nominations be closed and a unanimous vote be cast for Brooks. Motion carried 7-0.

18-042 Moved by Brooks, supported by Bulthouse, to adopt the 2018/2019 Board of Trustees meeting schedule. Motion carried 7-0.

18-043 Moved by Belter, seconded by Osmun, to approve the following revised policies as recommended by the Policy Committee at their meeting on June 27, 2018, including the changes made to the Library Director Appraisal Policy:

- 1. Library Director Appraisal**
- 2. Equipment Removal**
- 3. Internet Policy**
- 4. Investment**
- 5. Local History/Genealogy Room Use**
- 6. Mileage Reimbursement**
- 7. Non-Resident Library Card**
- 8. Parking**

Motion carried 7-0.

18-044 Moved by Belter, supported by Bulthouse, to repeal the following policies as recommended by the Policy Committee at their meeting on June 27, 2018:

- 1. Employee Lawsuit**
- 2. Wireless Internet**

Motion carried 7-0.

18-045 Moved by Bulthouse, supported by Osmun, to approve the following job descriptions as recommended by the Personnel Committee at their meeting on June 20, 2018:

- 1. Business Manager**
- 2. Adult Services Librarian**
- 3. Youth Services Librarian**

Motion carried 7-0.

18-046 Moved by Rusco, supported by Bulthouse, to approve the proposed staffing changes. Motion failed 0-7.

Martin reviewed the memo on proposed staffing changes and increases in staffing costs for these positions. After careful consideration on the impact to the budget, the

consensus was to only fill the Business Manager position at this time and reinstate it as a full-time position.

18-047 Moved by Osmun, supported by Bulthouse, to fill the Business Manager position as a full-time position. Motion carried 7-0.

Treasurer's Report

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

Committee Reports

Finance Committee – Kathy Osmun

A meeting was scheduled for the committee on August 14 at 4:00 pm with an agenda to include the proposed staffing changes, sale of the property proceeds, and investments.

Building and Grounds Committee – Burton Brooks

Ross Smith is nearly ready to send out bid packets. The committee is planning to meet August 7 at 3:00 pm.

Planning Committee – Mary Jane Belter

The committee will meet in September. The first two Community Conversations facilitated by Patrick Moran spawned some great discussions. The final report should be available to the board in November.

Policy Committee – Caryn Lannon

The minutes of the June 27, 2018 meeting were reviewed and discussed. The committee will meet in September.

Personnel Committee – Helen Bulthouse

The minutes of the June 20, 2018 meeting were reviewed and discussed. A meeting was scheduled for the committee on August 28 at 3:00 pm to review the director's evaluation forms. Forms will be distributed by July 23 to trustees and staff for completion.

Director's Report – John Martin

A written report was received and reviewed.

Discussion ensued regarding the layout, printing, and mailing of the LDL quarterly newsletter. Menerick suggested moving to a format similar to the Muskegon Area District Library. Martin will obtain cost estimates. Naturalization ceremonies are scheduled for July 19 and 20. Logistics for the August 1

naturalization ceremony on the flight deck of the USCG Cutter *Escanaba* were discussed.

President's Report – Dave De Young

Trustees were instructed to send preferences to DeYoung regarding committee assignments.

Public Comment.

None.

Trustee Comment.

Bulthouse heard from a new resident how much she enjoyed the library's programs and involvement in the community. Martin showed samples of the T-shirts that are being ordered with the LDL logo for staff and trustees to wear at events. Trustees should let him know sizes for ordering.

Next Regular Meetings

- A. Tuesday, August 7, 2018, 4:30 pm, LDL Youth Program Room
- B. Tuesday, September 4, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 6:50 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald