

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 7, 2020**

The meeting was called to order by President De Young at 4:37 pm via Zoom.

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

Library staff present: John Martin, Sara Derdowski, Michelle Moore, Ben Knight

Approval of Agenda

20-56 Moved by Brooks, supported by Lannon, to approve the Agenda.

Roll call vote:

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

Motion carried 8-0.

Annual Agenda Outline Review

The outline was received and reviewed by Martin. Director evaluation will be completed and reviewed at the September meeting. Bank rates will be discussed next month. Canteen’s vending contract has expired, but machines will not be used for some time.

20-57 Moved by Bulthouse, supported by Brooks, to approve the Consent Agenda.

- A. Approve the regular meeting minutes of June 2, 2020
- B. Approve the May 2020 Check Register in the amount of \$171,050.13
- C. Approve the following Purchase Orders:

PO	Name	Amount
1001	Priority Health for FY 2020/21 insurance premiums	\$25,710.00
1002	Lakeland Library Cooperative services FY 2020/21	\$25,700.00
1003	Zervas Facility Maintenance for custodial service FY 2020/21	\$53,625.00
1004	Vredeveld Haefner LLC for June 30, 2020, auditing services	\$6,750.00
1005	MCLS for Overdrive FY 2020/21 for e-books	\$18,500.00
1006	Overdrive Advantage e-books FY 2020/21	\$30,000.00

1007	BHS Insurance for Property & Liability Insurance FY 2020/21	\$13,100.00
1008	GHAPS Technology Services FY 2020/21	\$47,345.00
1009	Spring Lake Dist Library for reimbursement of Ferrysburg penal fines	\$10,650.00
1010	Howard Miller Library for tax reimbursement for Zeeland Sch Dist	\$40,500.00
1011	Trane for HVAC	\$6,950.00
1012	Dykstra for Landscaping and snow removal	\$15,600.00
1013	Michigan Gas Utilities	\$12,000.00
1014	City of Grand Haven Board of Light & Power	\$72,000.00
1015	Lynda.com Electronic Database FY2020/21	\$5,600.00
1016	Hoopla Electronic Database FY2020/21	\$20,400.00
1017	Office Machines Company (copying charges)	\$5,000.00
1018	Dominion Systems Payroll Services FY 2020/21	\$5,665.00
1019	Foster Swift Collins & Smith PC Legal Services FY2020/21	\$6,750.00
1020	Kanopy, LLC Electronic Database FY2020/21	\$9,000.00
1021	RB Digital Electronic Database FY2020/21	\$9,000.00
1022	DC Byers (windows in Local History)	\$13,280.00
1023	Delta Dental for FY2020/21 insurance premiums	\$14,827.00

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

Public Comment

None.

Trustee Comment

Belter offered kudos to the marketing committee.

Unfinished Business

None.

New Business

Election of Officers:

A. President

B. Vice President

- C. Secretary
- D. Treasurer

20-58 Moved by Rusco, supported by Bulthouse, to nominate the current slate of officers (President – Dave DeYoung, Vice President -- Kathy Osmun, Treasurer -- Burton Brooks, Secretary -- Mary Jane Belter), and called for the nominations be closed and a unanimous ballot be cast.

Discussion about keeping this good team of officers. All agree.

Roll call vote:

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

Motion carried 8-0.

20-59 Moved by Brooks, supported by Bulthouse, to adopt the 2020/2021 Board of Trustees' Meeting Schedule

Roll call vote:

- Belter -y**
- Brooks - y**
- Bulthouse - y**
- DeYoung - y**
- Lannon - y**
- Menerick - y**
- Osmun - y**
- Rusco – y**

Motion carried 8-0.

20-60 Moved by Bulthouse, supported by Rusco to approve the Cell Phone Reimbursement Policy as recommended by the Policy Committee

Discussion by Brooks asking if this is for one year only. Derdowski stated it will be re-evaluated every year.

Roll call vote:

- Belter - yes**
- Brooks - yes**
- Bulthouse - yes**
- DeYoung - yes**
- Lannon - yes**

**Menerick - yes
Osmun - yes
Rusco – yes**

Motion carried 8-0.

20-61 Moved by Belter, supported by Osmun, to approve revisions to the COVID-19 Preparedness and Response Plan

Discussion regarding the procedures to enter the building by staff. Martin stated that a record is not kept based on legal advice, we have system for notification, and staff will go home with pay if necessary. A process has been defined for handling belligerent patrons/GHDPS can also be called.

Roll call vote:

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

Motion carried 8-0.

20-62 Moved by Brooks, supported by Lannon, to approve revisions to the Library Reopening Plan

Discussion regarding building hours listed in the plan and can be changed if needed. Monday mornings set aside for vulnerable population. Occupancy could be 250 for 25% of legal total but will not count patrons unless necessary. Library has purchased the required Plexiglas barriers and floor markings for social distancing.

Roll call vote:

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

Motion carried 8-0.

20-63 Moved by Bulthouse, supported by Lannon, to approve a 6-hour per week increase to one Library Aide I position.

Moore discussed the reduction from three aides to two when one left for another job, and would like the remaining two aides to both have 28 hours per week.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

Treasurer's Report

The May 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed. The audit is scheduled for September 9-11, 2020 and five appeals are in process for a potential loss of tax dollars. The state will be sending the second half of our state aid funding which was in question due to COVID-19.

Committee Reports

Finance Committee – Burton Brooks

No report.

Building and Grounds Committee – Burton Brooks

Martin stated that the Columbus Street steps have been redone.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

Committee met to discuss the cell phone policy and Martin listed those eligible for the benefit. Draft minutes from June 16, 2020 meeting were reviewed.

Personnel Committee – Helen Bulthouse

Director evaluation was discussed and will proceed electronically to be completed in September. Upcoming virtual meeting with Martin, Bulthouse, Moore, and Derdowski will be held to finalize details.

Director's Report – John Martin

The written report was received and discussed. Moore presented information on current staff and is completing a detailed Staff Guide. Monday, August 3, 2020 is the anticipated date for opening the library to the public. Sandie Cleveringa has retired.

President's Report – Dave De Young

DeYoung proposed an Executive Committee to take the place of Planning to focus on succession planning, compensation, and alternative funding sources. Bylaws will be consulted to see if a motion is needed to create.

Public Comment.

None.

Trustee Comment.

None.

Next Regular Meetings

E. Tuesday, August 4, 2020 – 4:30 pm, LDL Program Room A

F. Tuesday, September 1, 2020 – 4:30 pm, LDL Program Room A

The meeting was adjourned 6:27 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Michelle Moore