

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 10, 2019**

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

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

Board members absent: Kathy Osmun (arrived at 5:23 pm)

Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski, Christina LeVey-Rowland,
Chelsea McCoy, Yvonne Olmsted

Also present: Sandi Gentry of RE/MAX Lakeshore

Approval of Agenda

19-59 Moved by Menerick, supported by Rusco, to approve the Agenda as amended. Motion carried 7-0.

Annual Agenda Outline Review

The outline was received and reviewed. On October 1, 2019, the Finance Committee will meet to review the audit at 2:00 pm. The Personnel Committee will begin updating all staff job descriptions at their meeting on October 8, 2019 at 4:30 pm.

New staff library assistants Christina LeVey-Rowland (Adult Services) and Chelsea McCoy (Youth Services) introduced themselves. Both are working on their Masters degrees in library and information studies. Library Assistant and Friends liaison Yvonne Olmsted gave an update on the Friends' meetings and activities.

19-60 Moved by Menerick, supported by Bulthouse, to approve the Consent Agenda as amended. Motion carried 7-0.

- A. Approve the regular meeting minutes of August 6, 2019
- B. Approve the special meeting minutes of August 22, 2019
- C. Approve July 2019 invoices in the amount of \$246,836.99

Public Comment

None.

Trustee Comment

Menerick commented on the difficulty of discussing the purchase offer at the August 30, 2019 Property Sale Workgroup meeting with the buyer present.

Unfinished Business

- 19-61 **Moved by Brooks, supported by Bulthouse, to approve the library's 2019-2022 Strategic Plan. Motion carried 7-0.**

New Business

- 19-62 **Moved by Belter, supported by Rusco, to approve a purchase offer for 715 Robbins Road. Motion failed 3-5.**

Sandi Gentry reviewed the August 30, 2019 cash counter offer from Barry Lafrenere of \$625,000, requiring no new survey, and allowing for an inspection period of 120 days and discussed the options for the board to counter.

Osmun arrived at 5:23 pm.

Roll call vote:

**Belter – yes
Rusco – yes
DeYoung – yes
Brooks – no
Menerick – no
Bulthouse – no
Lannon – no
Osmun – no**

- 19-63 **Moved by Rusco, supported by Osmun, to counter the August 30, 2019 purchase offer for 715 Robbins Road from Barry Lafrenere with a sale price of \$640,000, an inspection period of 120 days, and the requirement of \$20,000 earnest money, \$10,000 of which is nonrefundable. Motion carried 7-1 (Menerick).**

- 19-64 **Moved by Belter, supported by Lannon, to approve closing the library Monday, November 11, 2019, to allow staff to attend an all-day customer service training session at the Kent District Library Service Center. Motion carried 8-0.**

Treasurer's Report

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

Derdowski reported that the field work for the audit has been completed and everything has been submitted to the auditors as requested. A draft of the audit report should be available in the next few days. She will contact the auditors to see if they are able to present the report at the upcoming Finance Committee meeting.

General Fund:

The spending should be around 8.33% at this time in the budget year. Variance explanations were provided for any expenses greater than 25% of budgeted amount. Most overages were due to items that are purchased at the beginning of the fiscal year (i.e., subscriptions, services, etc.) that are used for the entire fiscal year. A transfer from the Maintenance Fund to the General Fund was made in August 2019. A transfer from the Debt Service A Fund to the General Fund was made in September 2019.

Line 655.00 Penal Fines: the money received from Ottawa County was greater than expected for the year.

Line 675.03 Donations to Library: Many donations have already been given for the current FY. Many thanks to our generous community!

Line 743.07 Electronic Materials: Usage for Kanopy and Hoopla has been greater than anticipated. Michelle Moore is monitoring the budget and will make recommendations as needed.

Line 956.00 Miscellaneous Expense: The FSA Benefit discontinued in FY2019/20 since only one employee participated and, therefore, it did not make financial sense to continue the program. The FSA Accrual account was reconciled from previous years and a resulting write-off of \$915 occurred in the current FY.

Line 970.10 Capital Improvements: The RAM Construction bill was received in July (paid in August) in the amount of \$36,000.

No unusual activity was noted in any of the other funds.

Bank Report: The Actual Yield Rate for the 5/3 Portfolio was 2.529% for July. An estimated rate of 2.38% was noted as the rate was not received in time from the broker to include in original report.

Committee Reports

Finance Committee – Burton Brooks

The committee is scheduled to meet on October 1, 2019 at 2:00 pm.

Building and Grounds Committee – Burton Brooks

No report.

De Young inquired if the committee is preparing to review the next set of upcoming projects. Martin will present the list of projects with updates at the next board meeting.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

The committee is scheduled to meet on October 8, 2019 at 4:30 pm.

Property Sale Workgroup – Lisa Menerick

The draft minutes from the August 15, 2019 and August 30, 2019 were received and discussed.

Director’s Report – John Martin

The written report was received and discussed. Martin stated that, to date, Rycenga Electric completed the conversion of all bulbs to LEDs, except for the interior and exterior sconces.

Menerick was asked and agreed to sing at the September 26, 2019 naturalization ceremonies. Governor Whitmer expressed an interest in attending.

About 140 people attended soprano Diane Penning’s concert on September 8, 2019 – twice as many as expected.

Brooks suggested rewording the age limit on the Baby Storytime bookmark.

President’s Report – Dave De Young

No report.

19-65 Moved by Belter, supported by Menerick, to go into closed session for a periodic personnel evaluation of the Library Director at the request of the Library Director. Motion carried 8-0.

Roll call vote:

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

The Board entered into closed session at 6:01 pm.

19-66 Moved by Belter, supported by Rusco, to come out of closed session. Motion carried 8-0.

The Board returned to open session at 6:25 pm.

Public Comment.

None.

Trustee Comment.

Osmun suggested limiting the number of downloads from hoopla to help with the budget. Building maintenance will be discussed at the next meeting of the Building and Grounds Committee. Menerick stated that it is her pleasure to volunteer for the Loutit District Library Board of Trustees.

Next Regular Meetings

- A. Tuesday, October 1, 2019, 4:30 pm, Program Room B
- B. Tuesday, November 5, 2019, 4:30 pm, Program Room B

The meeting was adjourned 5:50 pm.

Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald