

**LOUIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
September 18, 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, Caryn Lannon, Lisa Menerick, Kathy Osmun (5:08 pm), Cathy Rusco

Also present:

Library Staff: John Martin, Kerry FitzGerald, Larry Halverson

Staff Presentation

Community Relations Coordinator Larry Halverson spoke about his background in media relations and his role in working with community organizations in program collaboration. Halverson also provided statistics, gathered from program surveys, about how attendees discover library events – the library newsletter is the primary source, followed by newspapers and social media/website. Social media continue to grow in popularity with patrons as an information source. De Young encouraged the board and staff to consider ways to reach underprivileged segments of the community. Brooks suggested scheduling a work session for this topic.

Approval of Agenda

**18-053 Moved by Brooks, supported by Bulthouse, to approve the Agenda as amended. Motion carried 7-0.**

Osmun arrived at 5:08 pm.

**18-054 Moved by Brooks, supported by Belter, to approve the Consent Agenda. Motion carried 8-0.**

Approval of the Consent Agenda

- A. Approve the regular meeting minutes of July 10, 2018
- B. Approve the special meeting minutes of August 28, 2018
- C. Approve June 2018 invoices in the amount of \$173,830.48
- D. Approve July 2018 invoices in the amount of \$115,816.60

Public Comment

Bruce Hinrichs of 12183 Bluewater, Grand Haven, distributed a *Baldo* cartoon – “Libraries are theme parks for the mind.”

Trustee Comment

None.

Unfinished Business

Annual Agenda Outline Review

A Planning Committee meeting and a Policy Committee meeting will be scheduled for October. The audit will be presented to the board at the October meeting.

Robbins Road Property Sale Discussion

Buyer Denny Cherette has asked that the property price be lowered because of potential industrial contamination on the site from Dake. De Young reported that Dake has known about the plume for 20 years and is taking steps to remediate affected properties in the community. According to a map Martin received yesterday from the DEQ, the plume has migrated northeast to properties across US-31 and does not affect the Robbins Road site. Consensus was to not lower the price.

New Business

- 18-055 **Moved by Brooks, supported by Belter, to pay invoice number 2027930 from Izzy+ in the amount of \$16,500 for replacement meeting room tables. Motion carried 8-0.**
- 18-056 **Moved by Lannon, supported by Bulthouse, to adopt the Conflict of Interest Disclosure form. Motion carried 8-0.**
- 18-057 **Moved by Rusco, supported by Bulthouse, to approve the President’s appointments to Standing Committees. Motion carried 8-0.**

Strategic Planning Discussion

Martin will discuss with Patrick Moran the results of the community conversations and ask if Moran would be willing to conduct a strategic planning session for the board. De Young suggested that a session be scheduled in early November.

#### Treasurer's Report

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

#### Committee Reports

Finance Committee – Kathy Osmun

The minutes of the August 14, 2018 meeting were reviewed and discussed.

Building and Grounds Committee – Burton Brooks

The minutes of the August 15, 2018 meeting were reviewed and discussed.

Construction bids are due September 21 and will be opened that day.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

The committee plans to meet in October.

Personnel Committee – Helen Bulthouse

The director's review was rescheduled for the October meeting.

#### Director's Report – John Martin

A written report was received and reviewed.

Martin states that next week he, along with Kerry FitzGerald and Laura Kraly, will be interviewing four applicants for the business manager position. He also reported that Meet Up and Eat Up may be expanding into include Spring Lake residents. Martin will contact Shirley Burrsma and ask if she would be interested in hosting a Trustee Alliance Workshop at LDL.

#### President's Report – Dave De Young

No report.

#### Public Comment.

None.

#### Trustee Comment.

Osmun reported that she will be unable to attend the October meeting.

Menerick asked for a staff directory with photos.

#### Next Regular Meetings

A. Tuesday, October 2, 2018, 4:30 pm, LDL Program Room B

B. Tuesday, November 6, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 6:20 pm.

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Secretary

Mary Jane Belter

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President

Dave De Young

Prepared by Kerry FitzGerald