



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES
April 6, 2021

Meeting took place in Room A of the Loutit District Library.

Present: Belter, Brooks, De Young (via phone), Osmun (joined via phone at 5:12), Martin

Also present: Sara Derdowski (via phone), Michelle Moore

De Young called the meeting to order at 4:35pm.

APPROVAL OF AGENDA

Belter moved, Brooks seconded. Approved 4-0.

PUBLIC COMMENT - none

TRUSTEE COMMENT

Belter proposed changing start time of next Executive Committee meeting to 5:00pm to accommodate Osmun's new work schedule.

Belter requested information on new staff member, Amy Bailey, be shared with board.

Brooks commented that next two – April and May – board meetings would be held remotely via Zoom.

REVIEW PROPOSED AGENDA FOR APRIL 13, 2021 BOARD MEETING (INCLUDING WHAT EXHIBITS ARE BEING PROVIDED TO SUPPORT AGENDA ITEMS)

- A. Agenda for April 13 meeting and Minutes from March 2, 2021 board meeting were reviewed. Board meeting may be cancelled due to lack of business.

DISCUSSION ITEMS

- A. Library Director Succession Planning – Martin distributed three articles on the subject of succession planning. Discussion of inviting non-library community leaders to be part of a search or evaluation committee for candidates. Seek input from community members on library director attributes. Belter suggested creating a timeline for activities and steps to be taken. Belter and Brooks stressed obtaining library attorney opinion on outsider participation. **Martin to seek information and report at May Executive Committee meeting.**

Succession planning process to be discussed at June library board meeting. Potential creation of an ad hoc search committee at the July board annual meeting. Osmun stated the director job description needs to be updated and that desired skills need to be articulated. Derdowski commented that job descriptions are being reviewed and updated.

- B. TIF/Brownfield Tax Captures – Derdowski reviewed tax capture information she received from Amy Bessinger, Grand Haven City Treasurer. More information and detail will be forthcoming in the near future.
- C. COVID Staff Bonus – Discussion of a proposal to provide a \$250 payment to staff for their exemplary service during the last year. Foster Swift attorney stated this is an acceptable use of tax dollars. Total would be approximately \$6,000, which is available in the FY20/21 budget. Belter and Brooks discussed public perception of utilizing tax dollars for bonuses when a number of businesses are closed and people are out of work. Emphasized how the board recognizes the staff creativity and contributions.

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- D. Summer Temp Youth Staff – Discussion of a proposal to hire a 24-hour per week temporary youth services employee to provide increased in-library patron assistance. This would/could free staff to explore programs/activities at GHAPS summer school sites or other locations away from the library. Funds are available in the current and proposed budget to cover this expense. Staff to proceed with filling this position.
- E. Website Redesign – Martin reported that the current library website is in need of an upgrade. Discussion of sending out RFP for redesign or identifying 3-5 firms and soliciting proposals. Consensus was to solicit responses to a uniform set of questions from several firms and make a selection. Funding will be available in the FY21/22 budget.
- F. Drop boxes/book lockers at remote sites – Martin recently met with Frank Johnson, Supervisor of Robinson Township, regarding placement of a drop box at the Township site. Johnson supports this. Discussion of need/desire to place drop boxes at other local government unit locations. Each drop box will cost between \$3,000 to \$4,000. **Martin to ask all library governmental units if they would like a drop box on their site.**

REVIEW ANNUAL AGENDA OUTLINE – Reviewed. Board members De Young, Bulthouse and Lannon board member terms expire June 30, 2021.

De Young asked about hosting Naturalization ceremonies. Martin reported that he contacted USCIS in Detroit about this several months ago and will pursue it again. For now, USICS is hosting drive-through ceremonies in downtown Detroit at the Federal Courthouse.

APRIL 13 BOARD MEETING – Due to a lack of business, all board members agreed to cancel the April 13 meeting. Next board meeting will be Tuesday, May 4.

PUBLIC COMMENT - none

TRUSTEE COMMENT – Brooks recommended that the next Executive Committee meeting be held via Zoom. Ottawa County Board of Commissioners extended an emergency declaration for the county until May 25, meaning all governmental meetings can be conducted remotely rather than in-person. Consensus was to conduct committee meetings via Zoom.

ADJOURN: 6:26pm

UPCOMING MEETING DATES:

- Executive Committee -- Tuesday, April 27 @ 5:00pm via Zoom
- Library Board – Tuesday, May 4, 2021 @ 5:00pm via Zoom
- Executive Committee -- Tuesday, May 25 @ 5:00pm via Zoom
- Library Board – Tuesday, June 1 @ 5:00pm via Zoom

Respectfully submitted,



John Martin
Library Director