



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES

August 25, 2020

Present: De Young (via phone), Brooks, Belter, Osmun (joined via phone at 4:43), Martin
Also present: Derdowski

De Young called the meeting to order at 4:37pm in Program Room A.

APPROVAL OF AGENDA

Motion by Belter, second by Brooks, to approve the Agenda. Vote: 4-0

PUBLIC COMMENT – none

TRUSTEE COMMENT – none

REVIEW PROPOSED AGENDA FOR SEPTEMBER 1 BOARD MEETING

Committee reviewed the proposed September 1 board meeting agenda. Since the Executive Committee will be taking on the duties of the Planning Committee it was agreed that references to the Planning Committee need to be removed in the Annual Agenda Outline, Board Committee Reports and other areas. Executive Committee reports will be added in place of Planning Committee.

Martin will include updates on the staff marketing committee activities and initiatives in the Director's Report.

De Young will send all board members, and Martin, a draft of Martin's evaluation prior to the September 1 meeting.

REVIEW ANNUAL AGENDA OUTLINE

It was agreed to remove Annual Agenda Outline Review from the regular meeting agenda and place it in the Director's Report. Consensus was that the Outline is a good reminder tool to keep staff and board members on task. It will be reviewed at each Executive Committee meeting.

LDL COMMITTEES AND REQUIREMENTS UNDER THE OPEN MEETINGS ACT

By law, all LDL board and committee activities must follow the guidelines of the Michigan Open Meetings Act. All committees serve as advisory to the board, including the Executive Committee. Because they are solely advisory with no decision making powers, committee meetings do not need to be open to the public. However, committee meetings will continue to be open to the public with the exception of Executive Committee meetings. Due to the nature of Executive Committee discussions, it was recommended that these meetings will not be open to the public but minutes from the meetings will be published.

All committees will be reviewing their purpose and creating an updated purpose or charter. The Personnel Committee completed an updated Charter at their August 13 meeting. Two of the committee responsibilities identified by the Personnel Committee were objected to by members of the Executive Committee: selection and hiring of the Library Director and conducting the annual evaluation of the director's performance.

With a staff member, Michelle Moore, now serving on the Personnel Committee, Belter raised the potential of conflicts with peer evaluation and potential privacy issues with the director's evaluation. Osmun stated that staff members present at Personnel Committee could be, or should be, dismissed from the meeting when these topics are being discussed. De Young pointed out that named committee members are voting members of committees. Brooks stated that the director hiring process should be conducted by an Ad Hoc committee appointed by the Board President, as it has always been done. The annual evaluation of the library director will be conducted, or overseen, by the Executive Committee.

When committees are discussing and making recommendations to the board on issues that directly affect that staff member, the staff member should abstain from voting. Belter commented that board members are required to excuse themselves when voting on an item which could be a conflict of interest and this should be the case for committee members.

Executive Committee recommendation to the board regarding the Personnel Committee Charter, is to remove the following Responsibilities from the Personnel Committee Charter:

- **Selection and hiring process of the Library Director, and**
- **Conducting the annual evaluation of the director's performance, completed at the end of each fiscal year.**

Osmun left the meeting at 5:40 p.m.

REVIEW THE EXECUTIVE COMMITTEE CHARTER REVIEW

Members reviewed the Charter drafted by De Young. It was decided that the annual evaluation of the library director will be added to the committee responsibilities.

FUTURE TOPICS FOR EXECUTIVE COMMITTEE

- Succession planning — John has announced a retirement date of June 30, 2022
- Review of employees benefits — Derdowski has committed to completion of a MERS analysis of defined benefits versus defined contribution retirement plan by the end of 2020. The Personnel Committee has recommended contracting with Mortimore Consulting, LLC, for an analysis of employee fringe benefits
- Personnel manual will need to be revised and updated in 2021, after completion of benefits study and retirement options decisions

PUBLIC COMMENT -- none

TRUSTEE COMMENT -- none

ADJOURN 6:05 p.m.

NEXT MEETING DATES:

Tuesday, September 29 @ 4:30pm in LDL Program Room A

Tuesday, October 27 @ 4:30pm in LDL Program Room A