



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## EXECUTIVE COMMITTEE MEETING

### MINUTES

February 23, 2021

It was noted that the Loutit District Library Executive Committee was meeting remotely on the Zoom platform because of health concerns associated with COVID-19 pandemic. All Committee members present noted that they are meeting remotely and indicated their meeting locations in the roll call.

Present: De Young – Petersboro, Grayson County, Texas  
Brooks – Grand Haven, Ottawa County, Michigan  
Belter – Grand Haven Charter Township, Ottawa County, Michigan  
Martin – Grand Haven, Ottawa County, Michigan

Absent: Osmun

Also present: Sara Derdowski, Michelle Moore

De Young called the meeting to order at 4:36pm via Zoom.

### **APPROVAL OF AGENDA**

Brooks moved, Belter seconded. Three items were added to the Agenda:

- 1) Tracking of tax revenues from Brownfield and other tax deferred properties
- 2) Benefits Study update
- 3) MERS Defined Benefits Retirement update. Agenda approved with amendments, 4-0.

**PUBLIC COMMENT** - none

**TRUSTEE COMMENT** - none

### **REVIEW PROPOSED AGENDA FOR MARCH 2, 2021 BOARD MEETING (INCLUDING WHAT EXHIBITS ARE BEING PROVIDED TO SUPPORT AGENDA ITEMS)**

- A. Agenda – March 2 Board meeting. Nothing to add.
- B. MERS defined benefit plan amendments – two retirement plan amendments prepared by Karima LaJoie at MERS.
- C. FY 2021/2022 budget schedule – Sara reviewed the schedule for the work on the budget.
- D. Other – DeYoung asked, when the benefits study/update is scheduled? Derdowski has discussed this with Brian Mortimore but doesn't have a schedule. This may go into the next budget for FY 2022-2023. All staff have been sent a benefits survey. Meeting this Friday (Feb. 27) and will try and have a better idea of when the study will happen.

A Building and Grounds Committee meeting will be scheduled for early April to provide cost estimates for the FY 2021-2022 budget.

### **Department head position – reference and information**

Martin reviewed the personnel changes that have taken place, in particular the open position of Head of Reference and Information. There is a need to refill this position to meet current needs and in preparation of expanded public service hours in September. As this is an unfilled position, vacant since Michelle Moore's promotion to Assistant Director, the Committee agreed it could be immediately filled.

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It was also agreed that an internal posting of the position should take place to allow any interested staff members to apply. Moore and Derdowski to coordinate this.

Filling this position will increase the personnel budget and potentially lead to deficits in future fiscal years. Derdowski reviewed the Five-Year Financial Plan and discussed different staffing scenarios. She has prepared the Plan using a conservative outlook. While the Plan shows relatively small deficits over the ensuing four fiscal years, the percentage of fund balance as a percentage of expenses never dips below 31%. Bonds fall off in FY27-28 leading to a large increase in fund balance.

**REVIEW ANNUAL AGENDA OUTLINE** – reviewed. No updates.

**STRATEGIC PLAN UPDATE** – plan is reviewed weekly by staff. Martin will add a section to the monthly Director’s Report to provide updates on activities related to the Strategic Plan.

**BROWNFIELD AND OTHER TAX CAPTURES** – Derdowski is investigating all tax captures; when they begin, when they end, financial impact on library tax revenues, etc.

**UPDATING SALARY SURVEY** – Derdowski reported that CPI was 1.4% for 2020.

**DEFINED BENEFIT – DEFINED CONTRIBUTION PLAN** – about 30 employees were initially affected with some type of error. There are 20 that need to be corrected. Derdowski is working with Karima LaJoie from MERS to identify the errors and explore choices/options for resolution. Once this is finalized the information will be presented to the Finance and Personnel committees. It is possible that recommendations could be ready for the FY21-22 budget.

**PUBLIC COMMENT** - none

**TRUSTEE COMMENT** - none

**ADJOURN:** 6:03pm

**UPCOMING MEETING DATES:**

- Library Board – Tuesday, March 2, 2021 @ 5:00pm via Zoom
- Executive Committee -- Tuesday, March 30 @ 4:30pm via Zoom (potentially in-person)
- Library Board – Tuesday, April 13 @ 5:00pm via Zoom (potentially in-person)
- Executive Committee -- Tuesday, April 27 @ 4:30pm via Zoom (potentially in-person)

Respectfully submitted,



John Martin  
Library Director