



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES

January 5, 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 – Grand Haven, Ottawa County, Michigan
Brooks – Grand Haven, Ottawa County, Michigan
Belter – Grand Haven Charter Township, Ottawa County, Michigan
Osmun – Robinson Township, Ottawa County, Michigan
Martin – Grand Haven, Ottawa County, Michigan

Absent: None

De Young called the meeting to order at 4:30pm via Zoom.

APPROVAL OF AGENDA -- Three items were added to the Agenda:

- 1) Annual Survey results. Martin emailed the survey question results but the comments were not ready for distribution. The survey, comments and presentation will be prepared for the February Library Board meeting.
- 2) Cancellation of the rescheduled January 12, 2021, Library Board meeting.
- 3) Cancellation of the January 26, 2021, Executive Committee meeting.

Motion by Belter, second by Brooks, to approve the amended Agenda.

Roll call vote: 5-0

Belter – yes
Brooks – yes
De Young – yes
Martin – yes
Osmun -- yes

PUBLIC COMMENT – none

TRUSTEE COMMENT – None

BOARD GOALS FOR FY21-22 -- Committee discussed the proposed FY21-22 goals. These will be presented to the board for discussion and approval at the February 2, 2021, Library Board meeting.

COMPENSATION PHILOSOPHY -- Committee discussed the draft Compensation Philosophy. Osmun suggested adding a statement that the Philosophy represents a goal, not a promise. De Young pointed out that it is a philosophy not a policy.

Martin to complete suggested edits and prepare a draft for Board consideration at the February 2, 2021, Library Board meeting.

PROPOSED AGENDA FOR FEBRUARY 2 BOARD MEETING -- Committee determined that due to a lack of business the rescheduled January 12, 2021, meeting would be canceled and information scheduled to be presented

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at that meeting be moved to the February 2, 2021, meeting.

Items to be prepared for the February 2 meeting are:

- 1) Brownfield Redevelopment Zones – general discussion with focus on financial impact on the library,
- 2) Board Goals for FY2021-2022,
- 3) Compensation Philosophy,
- 4) Annual Patron Survey results with possible presentation by Chelsea McCoy.

VISIONING/PLANNING SESSION -- Martin proposed a visioning or planning session with the Executive Committee and a few staff members to discuss near and long-term library service goals. This would work in conjunction with the current Strategic Plan and help guide programming, finances and selection of a new Library Director in 2022.

After discussion it was determined to pursue this later in the Spring and to include the full board and library staff members.

ANNUAL AGENDA OUTLINE -- Martin discussed the potential need of a Building and Grounds Committee meeting later in January to examine potential building maintenance items to be included in the FY21-22 budget.

A joint meeting of the Finance and Personnel committees may be scheduled to begin wage and benefits planning for the FY21-22 budget.

STRATEGIC PLAN UPDATE -- No report.

PUBLIC COMMENT – none.

TRUSTEE COMMENT -- De Young suggested that the process of Director succession begin in April. Begin with general discussions at the Executive Committee of job expectations, director role, search committee, public input, and begin informal discussions with the entire board.

Osmun stated that the succession planning is on a good, early pace and wants to see the momentum continue. Need to explore roles of board, staff, public in the selectin process.

OTHER -- Martin reported that the Grand Haven Area Community Foundation is providing the library with approximately \$10,000 in funds for additional PPE equipment. Also, the GHACF is funding 60-second radio spots on WGHN on the topic of wellness and the library will be contributing ads with recordings featuring Elizabeth Griffin and Martin.

ADJOURN: 6:27pm

UPCOMING MEETING DATES:

Library Board – Tuesday, February 2, 2021 @ 5:00pm via Zoom
Executive Committee -- Tuesday, February 23 @ 4:30pm via Zoom
Library Board – Tuesday, March 2 @ 5:00pm via Zoom
Executive Committee -- Tuesday, March 30 @ 4:30pm via Zoom

Respectfully submitted,
John Martin