



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## EXECUTIVE COMMITTEE MEETING

MINUTES  
May 25, 2021

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

Present: Brooks, De Young (via phone from Pottsville, TX), Osmun (via phone from Robinson Township, MI),  
Martin

De Young called the meeting to order at 5:00 pm. Martin to send out a calendar invite for future meetings.

**APPROVAL OF AGENDA** – Approved

**PUBLIC COMMENT** – none

**TRUSTEE COMMENT** – Brooks asked about a meeting of the Building and Grounds Committee. Martin reported he now has information for a meeting. June 8 at 3pm in Program Room A was selected as a meeting date.

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

- A. Agenda for June 1 meeting and Minutes from May 4, 2021, board meeting were reviewed. Additional items to be added to board meeting agenda as New Business are:
- 1) Resolution and plaque presentation honoring Helen Bulthouse for ten years of service on the library board
  - 2) Covid bonus for library staff
  - 3) Cell phone subsidy
  - 4) Long term disability changes for eligible employees

### **DISCUSSION ITEMS**

- A. Library Director Succession Planning – Martin presented information from library attorney Anne Seuryneck regarding search committee membership and informal lunch or dinner meetings with candidates.

Discussion of starting the search process in September with formation of a search committee. Items to consider are:

- 1) How many members on the search committee?
  - 2) Who should be on the search committee?
  - 3) What should the mix of board members versus public members be, if public members are selected to participate on the search committee?
- B. Drop Boxes/Lockers at remote sites – The potential exists for state/federal funding to purchase drop boxes and/or pickup lockers to be placed at governmental sites in the library district. Martin reported that Grand Haven Township, Robinson Township and Port Sheldon Township have all responded positively to placement of a drop box on their site. Ferrysburg has declined. Martin to pursue grant funding when it becomes available. This item was referred to an upcoming June 8 Building and Grounds Committee meeting.
- C. Meet Up and Eat Up – Martin reported that this popular summer food service for school age children will be returning to Central Park. Current plans are that GHAPS food service personnel will provide bag lunches for students, Monday through Thursday at noon. The program will begin on Tuesday, June 15 and

407 Columbus Avenue, Grand Haven, MI 49417  
Phone (616) 850-6900 ~ [www.loutitlibrary.org](http://www.loutitlibrary.org)

run through Thursday, August 12. During inclement weather lunches will be served from Central High School.

- D. Community Center Request to use Courtyard – To help maintain social distancing and occupancy numbers, the Community Center has asked the library to allow Community Center guests to eat, drink, mingle in the shared courtyard. Consensus was to allow Martin to respond to the request and include the information in the June 1 Director’s Report.
- E. Library Service Plan Revisions – Martin presented a proposed library hours and services expansion proposal. Staff are working towards adopting the MDHHS mask wearing requirements beginning June 1, expanding service hours to 8pm on Mondays and Tuesdays, and potentially expanding service hours further beginning July 1. This will be added as a new business item for discussion at the June 1 board meeting. De Young stated that the library budget is designed for expanded service hours, 69 hours of public service per week. Staff to conduct a patron survey during the summer to gather information on expanding service hours.

**REVIEW ANNUAL AGENDA OUTLINE – Reviewed.**

Discussion of beginning Library Director annual review in July. De Young offered to work with Michelle Moore on the electronic distribution and analysis of the reviews.

**PUBLIC COMMENT – none**

**TRUSTEE COMMENT – none**

**ADJOURN: 6:21pm**

**UPCOMING MEETING DATES:**

- Executive Committee – Tuesday, June 29 @ 5:00pm in Program Room A
- Library Board – Tuesday, June 1, 2021 @ 5:00pm in Program Room A
- Executive Committee -- Tuesday, July 27 @ 5:00pm in Program Room A
- Library Board – Tuesday, July 6 @ 5:00pm in Program Room A

Respectfully submitted,



John Martin  
Library Director