



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES

November 24, 2020

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 – Pottsboro, Texas
Brooks – Grand Haven, Michigan
Belter – Grand Haven Charter Township, Michigan
Osmun (joined meeting at 4:50) – Robinson Township, Michigan
Derdowski (left meeting at 5:40)
Martin

Absent: None

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

APPROVAL OF AGENDA

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

Roll call vote: 3-0

Belter – yes
Brooks – yes
De Young - yes

PUBLIC COMMENT – none

TRUSTEE COMMENT – None

Osmun joined the meeting at 4:50.

Sara Derdowski attended the meeting and provided updates and information on the following items:

- 1) MERS Defined Benefit and Defined Contribution Plan Addendums. MERS is requiring all organizational members of the MERS retirement system to approve addendums to their plans by January 1, 2021. Martin is the only participant in the DC plan. To make reporting and accounting easier it is recommended to change the DC plan to gross wages.

The DB plan is applicable to full-time employees only, those regularly scheduled for 32 or more hours per week. There are currently two employees working less than 32 hours per week who were allowed into the retirement system many years ago. The amendment to the DB plan will remove them from the retirement plan. MERS and Derdowski will review options and present solutions at an upcoming board meeting for the employees who will no longer be part of the retirement system after January 1, 2021.

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- 2) FY 2019-20 Annual Report. Derdowski reviewed the suggested changes to the annual report from the October 27 Executive Committee meeting and presented a final version incorporating those changes. Printed copies will be distributed with the board meeting packet and Sara requested the Annual Report be reviewed and edits be presented to her no later than Monday, November 30.
- 3) Mortimore Consulting, LLC – Brian Mortimore conducted a salary study for the library earlier in 2020 and has submitted proposals for two additional studies – an update to the salary study for 2021 and a complete review of benefits offered to library staff. The library’s Personnel Policy is scheduled for revision in 20221 and Derdowski stated she would prefer to have the benefits section reviewed before undertaking Policy revisions. **Committee members agreed to recommend to the board contracting with Mortimore Consulting, LLC for a benefits study but not to engage them for a salary review at this time.**
- 4) Annual Survey – Derdowski reviewed the highlights of a recently concluded annual survey of library services. More than 450 responses have been received with more than 200 people offering to provide follow up. Satisfaction with library services is rated at 8.9 out of 10. Results and comments will be compiled and presented at the January board meeting.

PROPOSED AGENDA FOR DECEMBER 1 BOARD MEETING -- Committee reviewed the proposed December 1 board meeting agenda. This board meeting will be held on ZOOM and the same is anticipated for the December board meeting. Unless Michigan continues in a state of emergency in January, the January board meeting will need to be in person. Items included under New Business are:

- Grand Haven City Manager Pat McGinnis to address board regarding Brownfield Redevelopment funding plans
- COVID-19 Preparedness and Response Plan amendments
- Library Reopening Plan amendments
- MERS Defined Contribution Plan Addendum
- MERS Defined Benefit Plan Addendum
- FY 2019-20 Annual Report
- Mortimore Consulting, LLC – Benefits Study

BROWNFIELD REDEVELOPMENT PLAN – The City of Grand Haven has proposed creating a TIF for 32 years to capture property tax increases at the proposed Stanco Flats project. This could have major financial implications for library tax revenues, along with other local taxing authorities, for a very long time. Grand Haven City Manager, Pat McGinnis, will present plans and TIF implications at the December 1 board meeting.

COVID-19 PREPAREDNESS AND RESPONSE PLAN – This plan, along with the Library Reopening Plan, are continuously reviewed to include updates received from the Michigan Department of Health and Human Services, Michigan Occupational Safety and Health Administration, the US Centers for Disease Control and Prevention, and library attorney Anne Seurnyck. Amendments to both Plans, none of which are substantive, will be presented at the December 1 board meeting. Martin to prepare a cover memo summarizing changes.

GRANT APPLICATION – GRAND HAVEN AREA COMMUNITY FOUNDATION – Martin reviewed an application that was submitted to the GHACF. Recommendation was to present this information as part of the Director’s Report.

STRATEGIC PLAN UPDATE – Martin will present a Gantt Chart update for the December 1 board meeting.

COMPENSATION PHILOSOPHY – Martin to provide a draft document, with input from De Young and Osmun, at the January 5, 2021, board meeting.

BOARD GOALS FOR FY 2021-22 – A draft will be distributed prior to the January 5 board meeting with possible adoption at the meeting.

Trustee Comments – Belter requested that Martin prepare a brief overview for board members regarding library revenues – state aid, penal fines, local taxes, TIFs, etc. Martin will prepare this and distribute to all board members.

Martin reminded everyone that the December 1 board meeting will begin at 5:00pm.

ADJOURN: 6:24pm

UPCOMING MEETING DATES:

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

Tuesday, January 26 @ 4:30pm in LDL Program Room A

Respectfully submitted,
John Martin

FUTURE MEETING TOPICS

December 29 -- Board goals and compensation philosophy.