



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES

October 27, 2020

Present: De Young, Brooks, Belter, Osmun (via phone), Martin

Absent: None

De Young called the meeting to order at 4:41pm 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 – De Young reviewed the recent changes to the Michigan Open Meetings Act. The revised law allows for virtual meetings through December 31, 2020, but beginning January 1, 2021, unless a board member is serving military duty, absent for medical reasons or a state of emergency has been declared, board meetings will need to be held in person. The revised law also states that members cannot be officially present and vote unless one of the three reasons stated above is in effect. Minutes will need to reflect the location of absent members attending by phone or computer and roll call votes will continue.

PROPOSED AGENDA FOR NOVEMBER 3 BOARD MEETING -- Committee reviewed the proposed November 3 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:

- Audit report for FY19/20
- Review of the Open Meeting Act revisions
- Fund Balance Policy Revision
- Library closure for additional days in November and December

GRANT APPLICATION – MICHIGAN TOWNSHIP ASSOCIATION -- Martin had planned to bring a grant application in the amount of \$1,250 to the board for the November meeting for repairs to the wet fire suppression system. However, this work has been completed at the MTA stated the work is no longer eligible. The grant period is open until November 30 so we continue to explore projects for this period or prepare for the next quarterly grant opportunity from the MTA.

FUND BALANCE POLICY REVISION – A minor addition to this Policy will be presented at the Board's November 3 meeting to add language regarding the General Fund fund balance formula calculation as it relates to debt service transfers. This was a recommendation from the auditor.

PUBLIC COMPUTER MANAGEMENT SOFTWARE – Discussion of a proposal to purchase software to help staff manage patron computer time and printing. As the expense is less than \$5,000, the recommendation was to proceed with the purchase and inform the board via the Director's Report.

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MICHIGAN OPEN MEETINGS ACT REVISIONS – Martin discussed recent changes to the Michigan OMA to allow for electronic meetings through December 31, 2020, and for board member attendance at meetings in 2021. A full report discussion will be presented at the November 3 board meeting.

ANNUAL AGENDA OUTLINE -- The Outline was reviewed. Board members agreed that, for this year, the annual board member’s luncheon with the staff will take place in a different way. No homemade food or goodies. Staff will purchase box lunches from Village Baker. No communal lunch will take place and no board member attendance to keep COVID-19 contamination chances to a minimum.

STRATEGIC PLAN UPDATES – The Plan is now one-year old. Martin presented an update on progress that has been made along with items to be undertaken.

COMPENSATION PHILOSOPHY – Martin requested revisions be submitted by October 30. The goal is to present a draft at the Executive Committee’s November 24 meeting with approval of a Compensation Philosophy at the December 1 board meeting. Staff is looking to proceed with an updated salary review and benefits study in January with a goal of having final documents by March.

LIBRARY GOALS FOR FY21-22 -- Martin to revise goals and bring to the next Executive Committee meeting. Members like current goals which align with Strategic Plan.

ANNUAL REPORT – Martin presented a draft of the FY19-20 Annual Report. A number of suggested changes were discussed along with the inclusion of a tip sheet outlining the period July – December 2020. The revised Annual Report will be brought to the November Executive Committee meeting with a goal of approving it at the December board meeting.

COMPUTER TRAINING LAB – Martin presented a proposal from Kerry FitzGerald to repurpose the Computer Training Lab for staff use. It was agreed to proceed and to inform the board via the November Director’s Report.

DECEMBER BOARD MEETING – Topics for presentation/discussion at the December board meeting include Strategic Plan, Compensation Philosophy and FY 21/22 goals.

TRUSTEE COMMENT -- none

ADJOURN 6:01pm

UPCOMING MEETING DATES:

Tuesday, November 24 @ 4:30pm in LDL Program Room A

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

Respectfully submitted,
John Martin