



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## EXECUTIVE COMMITTEE MEETING

### MINUTES

September 29, 2020

Present: De Young (via phone), Brooks, Belter, Osmun (joined via phone at 4:35), Martin  
Absent: None

De Young called the meeting to order at 4:30pm 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 purpose of Executive Committee meetings. The meetings are not designed to replace the board meeting but a check to ensure board members have all the information and resources made available to them to make good decisions at the board meetings.

PROPOSED AGENDA FOR OCTOBER 6 BOARD MEETING -- Committee reviewed the proposed October 6 board meeting agenda. This board meeting will be held on ZOOM but after October 9 up to twenty people can attend indoor meetings. It is anticipated that the November 3 library board meeting will be held in person in Room A.

Martin will report on the following items in the October Director's Report:

- Fire Protection Main Drain
- Service drive drain replacement
- Solar Panel Proposal
- Library Aide positions in Circulation
- Strategic Plan
- Library and Library Director Goals for FY20/21 seeking input on goals for FY21/22
- Compensation Philosophy draft

The following items will be discussed as part of New Business at the Oct. 6 board meeting:

- Holds pickup locker for garage
- HVAC Contractor
- Building and Grounds Committee Charter
- Executive Committee Charter
- Library Reopening Plan revisions
- Closing library Nov. 11 for staff training

EXECUTIVE COMMITTEE CHARTER -- De Young presented an updated Charter for the Executive Committee incorporating changes suggested at the September 1 board meeting. The revised Charter will be distributed to board members at the October 6 meeting.

ANNUAL AGENDA OUTLINE -- The Outline was reviewed. The Strategic Plan will be distributed to board members at the October 6 board meeting seeking input on the Plan which will be discussed in more detail at the October 27 Executive Committee meeting.

COMPENSATION PHILOSOPHY -- Martin distributed a draft Compensation Philosophy that will be used to guide future salary adjustments for library employees. The draft will be distributed to all board members as part of the October 6 Director's Report and will be reviewed at the October 27 Executive Committee meeting.

DIRECTOR'S GOALS -- As part of the preparation of the FY21/22 board goals, the current fiscal year's goals for the library and director's goals will be distributed to board members as part of the October 6 Director's Report and will be reviewed at the October 27 Executive Committee meeting.

PUBLIC COMMENT -- none

TRUSTEE COMMENT -- none

ADJOURN 5:52 pm

#### UPCOMING MEETING DATES:

Tuesday, October 27 @ 4:30pm in LDL Program Room A  
Tuesday, November 24 @ 4:30pm in LDL Program Room A