

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 11, 2022**

The meeting was called to order by President De Young at 5:30 p.m. in Program Room A.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt (via phone from Robinson Township, Ottawa County, Michigan), Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun and Cathy Rusco

Library staff present: John Martin, Sara Derdowski and Marianne Case

De Young pointed out that DeWitt is attending by phone but cannot vote due to Michigan Open Meetings Act.

Martin introduced Marianne Case, recently hired a full-time accountant. Case will be working closely with Derdowski and will be attending future board meeting, taking and preparing meeting minutes.

APPROVAL OF AGENDA

22-01 Motion by Rusco, second by Menerick, to approve the meeting Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of December 7, 2021
- B. Approve the November 2021 Check Register in the amount of \$237,341.39

22-02 Motion by Osmun, second by Rusco, to approve the Consent Agenda. Motion carried 7-0.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Belter asked for an update on staff illnesses and impact on services or open hours. At this time, there have been minimal staff shortages due to illness. New employees are being on-boarded or will be soon. Staff are continually monitoring the situation.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Consideration of a motion to approve library goals for fiscal year 2022-2023

A second draft of proposed library goals was presented. Brooks suggested amending Outreach to begin with "Expand" rather than "Take" and to add "to" between "building" and "where."

Additional suggestions were to explore making the goals more visually pleasing, such as turning them into an inverted pyramid or other design. Martin to work with Chelsea McCoy on this.

22-03 Motion by Brooks, second by Belter, to approve revisions to library goals for FY 2022-2023. Motion carried 6-1 (Menerick).

B. Consideration of a motion to amend the Personnel Policies to eliminate waiting period to utilize sick time paid time off

Derdowski reviewed reasons behind eliminating the six month waiting period to use sick time. All employees eligible for paid sick time earn about 1 day per month. Employees are strongly encouraged to not report to work if feeling ill. And with suspected Covid infection, employees cannot report to work.

22-04 Motion by Belter, second by Brooks, to approve revision to the Personnel Policies to eliminate waiting period to utilize sick time paid time off. Motion carried 7-0.

TREASURER'S REPORT

The November 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

Derdowski reported that the first round of FY 2021-2022 budget amendments will be presented at the February 1 board meeting.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks

Meeting was scheduled for January 25, 2022 at 3:30pm prior to the Executive Committee meeting.

Executive Committee – Dave De Young

Brooks and DeYoung reviewed the draft minutes from the January 4, 2022 committee meeting. DeYoung provided an overview from the January 10 meeting with Chris Riker at the Grand Haven Area Community Foundation.

Finance Committee – Burton Brooks

No report

Long-term Financial Planning Committee (ad hoc) – Dave De Young

Discussion of meeting in February or March.

Personnel Committee – Cathy Rusco

No report

Policy Committee – Caryn Lannon

No report

DIRECTOR’S REPORT – JOHN MARTIN

The written report was received and reviewed.

Discussion of:

- 1) Merit raises. Process did not work for 2021. A 2.5%, one-time payment which will not be added to base salaries for those employed July 1, 2021, will be implemented. Funding is included in budget so no financial impact. Process will be improved for 2022.
- 2) Further discussion of GHACF meeting to allow library to set up non-endowed fund(s) at the GHACF. This will allow the library to receive gifts, deposit them at the GHACF, and utilize the funds as needed, while maintaining a \$5,000 minimum balance.
- 3) Reviewed liability insurance coverage for library, staff and board members. Suggestion to increase staff crime coverage from \$100,000 to \$200,000 for an additional \$249 per year. Also suggested to explore bidding out insurance coverage for FY 2022-2023.

PRESIDENT’S REPORT – DAVE DE YOUNG

None

PUBLIC COMMENT

None

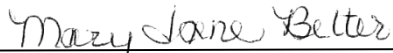
TRUSTEE COMMENT

Menerick suggested providing library cards to people attending Mulligan’s Hollow during the winter months. The Ski Bowl lodge is closed due to Covid and there would be no feasible way to do this outdoors in the winter.

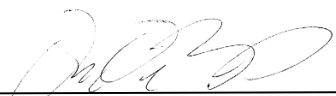
NEXT REGULAR MEETINGS

- A. Tuesday, February 1, 2022 – 5:30 pm, LDL Program Room B
- B. Tuesday, March 1, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 6:48 p.m.



 Secretary
 Mary Jane Belter



 President
 Dave De Young

Prepared by John Martin