

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
April 12, 2022**

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

**Board members present:** Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun and Cathy Rusco

**Library staff present:** Katie Alphenaar, Amy Bailey, Marianne Case, Sara Derdowski, John Martin, Chelsea McCoy, Kim Rice

**Members of the Public present:** Grand Haven City Clerk Kelly Beattie, Retired GVSU art professor and metalsmith Hillary Burns

**APPROVAL OF AGENDA**

Item 6F, Revision to Derdowski Employment Agreement, was added to the agenda.

**22-08 Motion by Menerick, seconded by Lannon, to approve the Agenda. The motion was carried 8-0.**

**DIRECTOR'S RESIGNATION LETTER**

Director Martin presented his formal letter of resignation, with his tenure ending Friday July 1, 2022.

**STAFF PRESENTATION**

Chelsea McCoy presented the results of the annual patron survey and explained that the Library is now using the company Savannah to aid its digital marketing efforts and assist with evaluating patron interactions. She also discussed the upcoming Summer Reading Program and presented the graphics designed for it.

**APPROVAL OF CONSENT AGENDA**

- A. Approve the regular meeting minutes of February 1, 2022
- B. Approve the January 2022 Check Register in the amount of \$190,580.05
- C. Approve the February 2022 Check Register in the amount of \$166,625.39

**22-09 Motion by Brooks, second by Menerick, to approve the Consent Agenda. The motion was carried 8-0.**

**PUBLIC COMMENT**

Kelly Beattie introduced himself as the Library's liaison to the City of Grand Haven, a position he will hold on a temporary basis until a permanent person can be named.

**NEW BUSINESS**

Secretary Belter requested amending the agenda to better accommodate members of the public present. The Board agreed by consensus, and considered Hillary Burns' prospective donation of

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the marble bust “An Educated Woman” created by Italian sculptor Guiseppe Gambogi (1862-1938).

**22-10 Motion by Rusco, seconded by DeWitt, to accept the gift of the sculpture. The motion was carried 8-0.**

**TRUSTEE COMMENT**

None

**UNFINISHED BUSINESS**

**A. Discussion of Library of Michigan Requirements for Library Director**

New information received from the Library of Michigan necessitates adjusting the plan for the transition of leadership following Director Martin’s retirement. To meet the requirements, Amy Bailey should be named Director and Sara Derdowski named Executive Director in July of 2022 until such time as Ms. Derdowski completes her MLIS degree and a following 4 years’ paid professional library employment. This should be completed no later than December of 2028. A contract with Ms. Bailey is not necessary at this time and if she leaves the Library prior to Ms. Derdowski’s completion of the requirements, an interim director may be hired. Ms. Bailey and Ms. Derdowski indicated they work well together.

**B. Discussion of the transition of Library Director Job Duties**

This will be presented to the Board at the meeting on May 3.

**C. Discussion of MERS DB Retirement Plan Update**

Ms. Derdowski has been in contact with the MERS regional manager on this issue. The Finance Committee is scheduled to meet with him on May 17, with May 24 being a backup date, to discuss.

**D. Strategic Plan Update**

Director Martin suggested postponing a full plan update due to the expense of doing so. The current plan can be revised and updated by staff. There were no objections from the Board.

**E. Additional Library Service Hours**

Ms. Bailey presented a revised plan for updated service hours which takes into account an unexpected change in staffing resources. During the first phase of the plan, data will be gathered to effect whatever revisions will be optimal to best serve the community. There was discussion about different ways volunteers might be utilized to assist. The Board agreed by consensus to implement Phase I on May 25, which expands hours to 52 per week by closing at 6:00 pm on Saturdays.

**F. Revision to Derdowski Employment Agreement**

The Board considered the revised agreement, along with striking paragraph 6f. Ms. Derdowski indicated she may be able to work a full 40-hour week while continuing her studies, and the Board agreed by consensus that the budget should reflect this.

**22-11 Motion by Rusco, seconded by Lannon, to approve the revisions to the employment agreement, including the removal of paragraph 6f. The motion was carried 8-0.**

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**TREASURER’S REPORT**

The January 31, 2022 and February 28, 2022 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski indicated that account 705 on the February Revenue/Expense Report shows the merit raise payout. The payout came in at \$11,235 against a budget of \$15,000. Ms. Derdowski also indicated she is monitoring the expenses to the building and grounds and that 88% of the anticipated expenses for furniture and equipment have been made.

There was discussion of the impact on the electric expense of lights that are on in the building at night. Director Martin explained that in addition to lighting necessary for security reasons, the cleaning company turns the lights on during their work.

**COMMITTEE REPORTS**

A. Building and Grounds Committee  
No report

B. Executive Committee – Dave De Young  
Minutes from the meetings of February 22, 2022 and April 5, 2022 were reviewed. Director Martin and President De Young will be in communication with the Long-Term Financial Planning Committee about pending items. The next meetings of the Committee will be held April 26 and May 31.

C. Finance Committee  
No minutes presented; a meeting is planned for April 26 regarding the budget and either May 17 or 24 to discuss MERS.

D. Long-Term Financial Planning Committee  
No report

E. Personnel Committee  
The next meeting is tentatively scheduled for April 27.

F. Policy Committee  
No report

**DIRECTOR’S REPORT – JOHN MARTIN**

The written report was received and reviewed. The Library will be holding a recycling event on Saturday, May 14 for paper shredding and technology/electronic recycling.

**PRESIDENT’S REPORT**

None

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

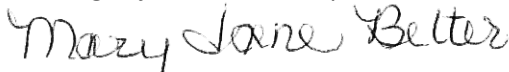
Trustee Menerick thanked staff for their work, and mentioned the importance of ensuring the 04-12-22 Board Meeting

new sculpture is properly insured. She inquired about the issuance of a tax receipt to the donors, and Director Martin explained that a thank-you will be sent, but a tax receipt is only issued if the donation is made via the Grand Haven Area Community Foundation.

**NEXT REGULAR MEETINGS**

- A. May 3, 2022 – 5:30 pm, LDL Program Room A
- B. June 7, 2022 – 5:30 pm, LDL Program Room A  
Budget hearing and approval of the FY 2022-2023 Budget
- C. July 5, 2022 – 5:30 pm  
Annual meeting and election of officers

Meeting adjourned at 7:28 p.m.



Secretary

Mary Jane Belter



President

Dave De Young

Prepared by Marianne Case