

DRAFT

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 3, 2022**

The meeting was called to order by Vice President Kathy Osmun at 5:32 p.m. in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Dave De Young (joined via phone), Caryn Lannon, Kathy Osmun, and Cathy Rusco

Board members absent: Penni DeWitt, Lisa Menerick

Library staff present: Katie Alphenaar, Amy Bailey, Allison Boyer, Marianne Case, Sara Derdowski, John Martin, Kim Rice

APPROVAL OF AGENDA

22-12 Motion by Rusco, seconded by Brooks, to approve the Agenda. The motion was carried 5-0.

STAFF PRESENTATION

Allison Boyer presented a detailed update on the programs and activities of the Youth Services department.

APPROVAL OF CONSENT AGENDA

- A. Approve the April 12, 2022 regular meeting minutes
- B. Approve the March 2022 Check Register in the amount of \$193,476.23
- C. Approve General Fund Budget Amendment #2 with an expenditure increase of \$39,800
- D. Approve Maintenance Fund Budget Amendment #1 with an expenditure increase of \$50

22-13 Motion by Brooks, second by Lannon, to approve the Consent Agenda. The motion was carried 5-0.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Vice President Osmun commented that she enjoys the attendance and presentations of staff members.

UNFINISHED BUSINESS

A. Transition of Library Director Job Duties

Sara Derdowski distributed a chart listing the transition of duties for the Administration department. Building and grounds items will be handled mainly by Amy Bailey and Thomas (Shawn) Wolfe with selected items overseen by Ms. Derdowski.

05/03/22 Board Meeting

NEW BUSINESS

A. Consideration of a motion to approve revisions to the following job descriptions as recommended by the Personnel Committee: Executive Director, Library Director, Community Engagement Librarian, Circulation Lead, Genealogy Specialist, Accountant

22-14 Motion by Lannon, seconded by Rusco, to approve the revisions. The motion was carried 5-0.

B. Consideration of a motion to increase working hours for two part-time Reference and Information employees from 28 hours per week to 30 hours per week as recommended by the Personnel Committee.

22-15 Motion by Belter, seconded by Lannon to approve the increase. The motion was carried 5-0.

TREASURER’S REPORT

The March 31 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski reported that there were no unusual items to note and explained that an anticipated payment from Ottawa County would appear on a future financial statement. In response to a question regarding unrealized Maintenance Fund investment gains/losses, she explained that the maturity dates of these investments are, in some cases, years in the future and that she will continue to regularly consult with the funds’ investment advisor.

COMMITTEE REPORTS

A. Finance Committee

Minutes from the meeting of April 26, 2022 were reviewed by Trustee Brooks. The Committee is looking forward to the MERS presentation scheduled for May 24 at 4:00 pm.

B. Building and Grounds Committee

No report

C. Executive Committee

Minutes from the April 26, 2022 meeting were reviewed by President De Young.

D. Policy Committee

No report

E. Personnel Committee

Minutes of the April 27, 2022 meeting were reviewed by Trustee Rusco. She congratulated staff member Kim Rice on being named Circulation Lead.

DIRECTOR’S REPORT – JOHN MARTIN

The written report was received and reviewed. There was discussion about how to best serve teens, as well as discussion about using Central Park for programs during the summer months. Director Martin will draft a letter to the Grand Haven city manager to pass on to their Parks and Recreation Committee inquiring what the permitting and fee requirements for park usage would be.

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PRESIDENT’S REPORT

None

PUBLIC COMMENT

Kim Rice expressed gratitude for the approval of her new role and appreciation to Ms. Bailey and Ms. Derdowski for their assistance.

TRUSTEE COMMENT

None

NEXT REGULAR MEETINGS

- A. June 7, 2022 – 5:30 p.m., LDL Program Room B

- B. July 5, 2022 – 5:30 p.m., LDL Program Room B
Annual meeting and election of officers

Meeting adjourned at 6:50 p.m.

Secretary
Mary Jane Belter

President
Dave De Young

Prepared by Marianne Case