

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 7, 2022**

The meeting was called to order by President Dave De Young at 5:31 p.m. in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick

Board members absent: Kathy Osmun, Cathy Rusco

Library staff present: Amy Bailey, Marianne Case, Sara Derdowski, John Martin

APPROVAL OF AGENDA

22-16 Motion by Menerick, seconded by Brooks, to approve the Agenda. The motion was carried 6-0.

PRESENTATION—GRAND HAVEN HUMAN RELATIONS COMMISSION

Louanne Werksma, Reyna Masko, and Annie Baker presented the library with “Changemakers,” an original painting by Erick Picardo. The work will be on permanent loan in honor of Director John Martin being named the first recipient of the Commission’s Visionary Award.

PUBLIC HEARING: PROPOSED FISCAL YEAR 2022-2023 LIBRARY MILLAGE RATES

22-17 On a motion by Menerick, seconded by DeWitt, the Board voted 6-0 by roll call vote to open the public hearing on the fiscal year 2022-2023 millage rates. Belter -Yes, Brooks - Yes, DeWitt -Yes, De Young - Yes, Lannon - Yes, Menerick - Yes, Osmun - Absent, Rusco - Absent

Sara Derdowski presented the 2022 Tax Rate Request and estimated that the Library will receive approximately \$2.3 million from millage income in fiscal 2022-2023, not including debt service. The rate for Operating is .9523 and the rate for Debt Service is .1150.

Following discussion, the Board voted 6-0 to close the public hearing.

APPROVAL OF CONSENT AGENDA

- A. Approve the May 3, 2022 regular meeting minutes
- B. Approve the April 2022 Check Register in the amount of \$168,165.00

22-18 Motion by Belter, seconded by Lannon to approve the Consent Agenda. The motion was carried 6-0.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Trustee Menerick commented that her May meeting packet arrived days late via the USPS, which caused her to miss that meeting. She requested that physical packets be mailed earlier.

06/07/22 Board Meeting

UNFINISHED BUSINESS

The Board discussed the waiver of fees by Grand Haven Township and Robinson Township for the use of their park facilities for library programs.

NEW BUSINESS

A. Consideration of a motion to approve a resolution to set the 2022 property tax levy for operating purposes at .9523 mill and to set the 2022 property tax levy for debt retirement purposes at .1150 mill

22-19 On a motion by Lannon, seconded by Rusco, the Board voted to approve the resolution by roll call vote:
Belter -Yes, Brooks - Yes, DeWitt -Yes, De Young - Yes, Lannon - Yes, Menerick - Yes, Osmun - Absent, Rusco - Absent

B. Consideration of a motion to approve updated bank account authorized signer list, removing John Martin and approving authorized signees.

Ms. Derdowski explained the checks and safeguards contained in the procedures regarding the issuing of checks and the procedures regarding the usage of credit cards.

22-20 Motion by Lannon, seconded by Menerick, to approve the list of proposed signatories. The motion was carried 6-0.

TREASURER’S REPORT

The April 30 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski reported that she discussed the unrealized gains and losses of the Fifth-Third Maintenance Fund with Loutit’s investment advisor Kevin Matthews. The bonds and CDs have an average duration of 1.9 years and the rates will reset again in the fall. No loss will be realized unless the instruments are liquidated. Mr. Matthews’ advice was not to liquidate, but allow them to mature.

In response to questions, Ms. Derdowski explained the cost structure of the electronic databases, which is variable. She also informed the Board the Library is invested in a new certificate of deposit at Lake Michigan Credit Union for the General Fund.

COMMITTEE REPORTS

A. Building and Grounds Committee
No report

B. Executive Committee
No report

C. Finance Committee
The next meetings of the Committee are scheduled for June 16 at 3:00 p.m. and June 21 at 4:00 p.m.

D. Personnel Committee

The next meeting of the Committee is scheduled for June 9 at 5:30 p.m.

E. Policy Committee

No report

DIRECTOR'S REPORT

Sara Derdowski reviewed the written report. She called attention to the heat map of patron visits and reported that approximately 650 people attended the kick-off party for the summer reading program. 1200 are currently signed up for the program. Many generous sponsors have made donations. She also reported that Thomas (Shawn) Wolfe, Building and Grounds Maintenance Technician, has tendered his notice of resignation. She discussed the plans for covering his duties until a replacement is found. There are two summer interns who have joined the staff, and a replacement for a recently-departed Library Assistant II has been hired.

A grant has been received from LSTA (Library Services and Technology Act) for "Loutit Littles" board books, and from MI-83 for Overdrive content and a microphone, speakers, and canopy. The first state aid payment in the amount of \$19,192.74 has been received.

Ms. Derdowski will be meeting with Grand Haven Public Schools on June 14 about the future of the technical support they now provide.

There was discussion about the proposed book drop at Robinson Township, and about promoting the non-endowed fund at the Grand Haven Area Community Foundation. Ms. Derdowski will review.

PRESIDENT'S REPORT

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

None

NEXT REGULAR MEETINGS

Special Board Meeting: June 21, 2022 – 5:30 p.m., LDL Program Room B

Annual Meeting and Election of Officers: July 5, 2022—5:30 p.m., LDL Program Room B

August 2, 2022—5:30 p.m., LDL Program Room B

COMMITTEE MEETINGS

Personnel Committee—June 9, 5:30 p.m., LDL Program Room B

Finance Committee, Budget—June 16, 3:00 p.m., LDL Program Room B

Finance Committee, Retirement—June 21, 4:00 p.m., LDL Program Room B

06/07/22 Board Meeting

Meeting adjourned at 7:21 p.m.

Mary Jane Belter

Secretary
Mary Jane Belter

Dave De Young

President
Dave De Young

Prepared by Marianne Case