



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

BOARD OF TRUSTEES ANNUAL MEETING

Date: Tuesday, July 5, 2022

Time: 5:30 p.m.

Place: Loutit District Library Program Room B

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF CONSENT AGENDA

- A. Approve the special meeting minutes from June 21, 2022 Pages 4-7
- B. Approve the Check Register for month of May 2022, in the amount of \$176,410.17 Pages 8-9
- C. Approve the following Purchase Orders for FY 2022/23: Pages 10-32

PO	Name	Amount
1050	Priority Health for FY 2022/23 Insurance Premiums	\$114,570.00
1051	Lakeland Library Cooperative Services FY 2022/23	\$27,825.00
1052	Zervas Facility Maintenance for Custodial Service FY 2022/23	\$55,000.00
1053	Vredevelde Haefner LLC for June 30, 2022, Auditing Services	\$7,400.00
1054	MCLS for Overdrive FY 2022/23 for E-Books	\$27,800.00
1055	Overdrive Advantage E-Books FY 2022/23	\$36,000.00
1056	BHS Insurance for Property & Liability Insurance FY 2022/23	\$13,150.00
1057	GHAPS Technology Services FY 2022/23	\$50,000.00
1058	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$12,300.00
1059	Howard Miller Library – Zeeland School District	\$41,500.00
1060	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2022/23	\$16,450.00
1061	Michigan Gas Utilities FY 2022/23	\$17,500.00
1062	City of Grand Haven Board of Light & Power FY 2022/23	\$75,000.00
1063	Lynda.com Electronic Database FY2022/23	\$6,300.00
1064	Hoopla Electronic Database FY2022/23	\$20,000.00
1065	Office Machines Company (Copying Charges) FY 2022/23	\$5,000.00
1066	Dominion Systems Payroll Services FY 2022/23	\$7,500.00

1067	Foster Swift Collins & Smith PC Legal Services FY2022/23	\$5,500.00
1068	Kanopy, LLC Electronic Database FY2022/23	\$6,000.00
1069	Delta Dental for FY2022/23 Insurance Premiums	\$13,660.00
1070	T-Mobile Hotspots – FY2022/23	\$14,400.00
1071	Van Dyken Mechanical for HVAC Services – FY2022/23	\$8,000.00
1072	City of Grand Haven – Water Utilities FY 2022/23	\$7,500.00

4. PUBLIC COMMENT

5. TRUSTEE COMMENT

6. UNFINISHED BUSINESS

7. NEW BUSINESS

A. Election of Officers	Page	33
1. President		
2. Vice President		
3. Secretary		
4. Treasurer		
B. Consideration of a motion to adopt the 2022/2023 Board of Trustees’ meeting Schedule	Page	34

8. TREASURER’S REPORT

A. General Fund Financial Report as of May 31, 2022	Pages	35-39
B. Maintenance Fund Financial Report as of May 31, 2022	Pages	40-41
C. Debt Service Funds Financial Report as of May 31, 2022	Pages	42-45
D. Bank Account Report as of May 31, 2022	Page	46

9. COMMITTEE REPORTS

A. Building and Grounds		
B. Executive Committee		
1. Draft Minutes from the June 28, 2022 committee meeting (Scheduled Meeting: Tuesday, July 26, 2022, 5pm, LDL Program Room B)	Pages	47-48
C. Finance		
1. Draft Minutes from the June 21, 2022 committee meeting	Page	49
D. Personnel		
E. Policy		

10. EXECUTIVE DIRECTOR’S REPORT

Pages 50-62

11. PRESIDENT’S REPORT

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. NEXT REGULAR MEETINGS (pending approval of FY2022/2023 Board of Trustees' meeting schedule)

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

B. Tuesday, September 6, 2022, 5:30 p.m., LDL Program Room B

15. ADJOURNMENT