

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING MINUTES
July 5, 2022**

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

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt (arrived 5:47 p.m.), Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Library Staff present: Hollie Alphenaar, Katie Alphenaar, Amy Bailey, Marianne Case, Kim Rice

Library Staff joining by phone: Sara Derdowski

Others present: Kayla Tucker, Grand Haven Tribune

APPROVAL OF AGENDA

22-27 Motion by Lannon, seconded by Menerick, to approve the Agenda. The motion was carried 7-0.

APPROVAL OF CONSENT AGENDA

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

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	Vredeveld 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

President De Young asked that the minutes of the June 21, 2022 meeting be corrected to show he did not abstain from voting, but that since he was not physically present he was not eligible to vote. The word “abstained” will be replaced in the minutes by the phrase “present via phone.”

Trustee Menerick requested the words “certain members” be added to Katie Alphenaar’s comments, changing the sentence beginning, “Disappointment in how the Board has...” to read, “Disappointment in how certain members of the Board have...”

Sara Derdowski gave an update on the discussions with Grand Haven Public Schools regarding contracted technical support in response to a question by President De Young.

22-28 Motion by Brooks, seconded by Belter, to attach the written statements submitted by staff members at the June 21, 2022 meeting to those minutes. The motion was carried 6-1 with Menerick voting against.

22-29 Motion by Rusco, seconded by Lannon, to approve the Consent Agenda as revised and amended. The motion was carried 7-0.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Trustee Osmun announced that she will resign from the Board following the August 9, 2022 meeting. The other members of the Board praised and thanked her for her service. Ms. Osmun also reported that the Board will be revisiting and holding further discussion about the salary study.

Trustee DeWitt arrived at 5:47 p.m.

Trustee Menerick reported that 4 cartons of books were provided by the Friends of the Library for free distribution at the Ferrysburg 4th of July celebration, and they were well-received by members of the public.

President De Young asked Ms. Derdowski and Ms. Bailey to look at the Mortimer Consultants’ original compensation study in 2020 and their recommendation #1. It is this recommendation he believes LDL has not followed in its application of the recent compensation study when recommending wages/salaries for employees. He would like to hold further discussions regarding the application of the data and the compensation recommendations. He stated concerns regarding the forecasted erosion of the library’s general fund balances in our financial plan due to a mismatch between revenues and expenses, and the need to address this now to avoid facing very difficult choices in a few years.

UNFINISHED BUSINESS

None

NEW BUSINESS

22-30 On a motion by De Young, supported by Osmun, the Board voted 8-0 to approve the nomination of the following slate of officers: President: Burton Brooks; Vice President: Cathy Rusco; Treasurer: Caryn Lannon; Secretary: Mary Jane Belter.

Trustee De Young turned the meeting over to President Brooks. Mr. Brooks read a statement of his library experience (attached) and laid out three goals: 1) Freeze the defined benefit plan or close it by January 1, 2023. 2) Clarify and solve management issues. 3) Ensure the library is run for patrons and users, and not have dissention during the library Board meetings.

22-31 Belter moved and Menerick supported the Board meeting on the second Tuesday of the month for fiscal year 2022/2033. Approval was 8-0.

TREASURER'S REPORT

The May 31 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski reported that there was an adjustment to line item 403.01 IFT Tax Revenue, and that the Library is waiting on receipts for items 544.00 and 544.01, the state aid. She expects receipt of item 655.00 penal fines in July. She also reported that interest on the Michigan Class accounts increased, and so when the current CDs mature she can move those funds to Michigan Class if appropriate.

COMMITTEE REPORTS

A. Building and Grounds Committee

No report

B. Executive Committee

Mr. De Young opened the discussion to Ms. Derdowski after review of the minutes from the meeting of June 28, 2022. Ms. Derdowski explained that the last few months have been challenging for all and that she values straightforward and honest communication. She feels the leadership role she has been performing has not been acknowledged, and requested respect and support from the Board. Her concerns are not about salary figures *per se*, but about how the process of setting those figures is being handled with years of service prioritized over performance. She believes it's important for all involved to be clear on what policy is and then work in concert, adhering to that policy. She will be pausing to consider her future. Mr. De Young assured her that the Board respects her.

Ms. Derdowski reported that the Robinson Township book drop box is not yet in place as the concrete has not been poured. The Library is in communication with the Township. Additionally, the open building services position has not yet been filled and that position is best suited to service the book drop.

C. Finance Committee

On review of the June 21, 2022 draft minutes of the Finance Committee, Trustee De Young stated that he would like to see more detail included, especially the \$1,076,000 amount of underfunded defined pension benefit obligations. Trustee Osmun stated that it was important to understand that the Library has not intentionally caused the underfunding as all payments have been made on time in the amount due.

D. Personnel Committee

No report

E. Policy Committee

No report

EXECUTIVE DIRECTOR'S REPORT

Ms. Derdowski reported that she and Ms. Bailey met with Grand Haven Area Public Schools to review the Library's IT contract with them, which runs to June 30, 2023. GHAPS acknowledged they are unable to meet the Library's full IT needs and will review and respond by September with what services they believe they can reliably provide on an annual, *à la carte* basis. There was discussion about how any future contract service or direct employee would need to have understanding of library-specific IT systems.

Ms. Derdowski called attention to the heat map in her written report, reported that the Grand Adventure summer reading program is going well, that a substitute Library Assistant II has been hired, that interviews are being conducted for the building services position, and that the Library should hear soon about a grant from the Smithsonian for the Spark! Places of Innovation Exhibit.

Ms. Bailey indicated she has access to the Google account previously used to host forms for director's reviews and will forward the information to the relevant individuals. The Board agreed by consensus to conduct a 6-month review of the Executive Director. The Executive Committee will address the Executive Director's goal setting at their July meeting. A copy of the FY 2022-2023 goals are attached.

Staff will follow up with the Library's Internet Service Provider, the Ottawa County ISD, for the next year's contract.

PRESIDENT'S REPORT

Mr. Brooks asked for recommendations to fill open positions on the Finance, Building and Grounds, and Personnel committees. At this time committee members include: Finance: Chair Lannon, Brooks, Zink, and De Young; Personnel: Chair Rusco, Menerick, De Young; Policy: Chair Lannon, Belter, Menerick, staff; Executive: Brooks, Belter, Lannon, Rusco.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Trustee Rusco thanked Trustee De Young for his service as President, and thanked President Brooks for being willing to serve.

Trustee Belter Thanked the Friends of the Library and the staff for their help with the open house in honor of retiring Director Martin.

Trustee De Young reiterated the importance of the original Mortimer salary study and would like to discuss further at a future meeting.

Trustee Menerick would like the Library to participate next July 4th at the Ferrysburg parade to offer free materials if they are available. She thanked Trustee De Young for his service as president. She indicated she would like an annual contract with Grand Haven Area Public Schools regarding the IT services. She asked if service hours owed to the Library are current and Ms. Derdowski replied that they are.

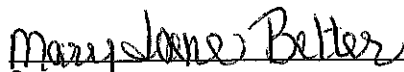
NEXT REGULAR MEETINGS


August 9, 2022—5:30 p.m., LDL Program Room B
September 13, 2022—5:30 p.m. LDL Program Room B

COMMITTEE MEETINGS

Executive Committee—July 26, 2022 and August 30, 2022

Meeting adjourned at 7:21 p.m.


Secretary
Mary Jane Belter


President
Burton Brooks

Prepared by Marianne Case

BHB Library Experience totals more than 55 years

Served as director of school libraries for the Grand Haven Public Schools for more than 20 years. The program, which received state and national recognition for its quality, had 35 employees and a budget of more than two million dollars when I retired in December 1990. The staff included ten professional employees.

Earned MSL degree in 1968

Lifetime member of ALA (55 years)

Member of MLA since 1969

Founder and first president of Michigan Association for Media in Education (MAME) which celebrates 50 years of service this year when it will be renamed Michigan Association for School Libraries. I also served MAME as its Executive Director from 1991-2000 when the organization had more than 1000 members before school districts started eliminating school librarians' positions.

I have served as trustee of the Loutit Library and Loutit District library for nearly 40 years. In that time I have worked with every library director through times good and bad.

When the Loutit District Library was organized, I as its first President for several years, worked closely with the first two directors as we organized the library by developing job descriptions, policies, procedures and other aspects of library management.

During the nearly 40 years I have been on the Loutit library boards, I have served as a board trustee and officer I have not been involved with day-to-day library operations unless specifically requested by library director.

LOUTIT DISTRICT LIBRARY GOALS FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023

- **LIFELONG LEARNING** – Become the lifelong learning leader for our community, providing a broad range of inclusive programs and services to residents/visitors of all ages.
- **STEWARDSHIP** – Create long-term financial security for library operations to meet current and future community needs.
- **ACCESSIBILITY** – Provide, facilitate and expand access to technology, along with digital and print resources to meet the informational, educational and recreational needs of our library patrons.
- **OUTREACH** – Expand library services outside of the building to where our residents live, work and play.
- **PARTNERSHIP** – Collaborate with area agencies and non-profits to leverage Loutit District Library’s resources to promote civic engagement, provide entertainment, and promote learning and self-improvement.
- **PROMOTE** – Inform the community of the many services and programs provided by the Loutit District Library.
- **ADAPT** – Evaluate and enhance the collections, resources, building space and library campus to meet the needs of our residents.

Adopted by the Loutit District Library Board of Trustees on January 11, 2022