



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## LDL BOARD OF TRUSTEES MEETING SPECIAL MEETING MINUTES

Date: Monday, August 15, 2022

Time: 10:30 a.m.

Place: LOUIT DISTRICT LIBRARY, PROGRAM ROOM B

### CALL TO ORDER AND ROLL CALL

Present: Belter, Brooks, DeWitt, DeYoung, Lannon, Menerick, Osmun (phone), Rusco. Kathy Osmun, Robinson Twp, participated by phone. At this time a new trustee from Robinson has not been appointed to fill Kathy's position.

Also present: Nancy Collins, Walter Davis, Chelsea McCoy, John Martin

### AGENDA

**22-40 Menerick moved approval of the agenda. Seconded by DeWitt. Vote: 7-0. Motion carried.**

Discussion:

Belter asked to amend the agenda to add the following items:

- C. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with Sara Derdowski and execute the agreement with Sara Derdowski.
- D. Consideration of a motion to authorize Interim LDL Director John Martin and the LDL Executive Committee to contract with or hire as a temporary library staff an interim financial operations manager.
- E. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with John Martin as LDL Interim Library Director and execute said agreement.
- F. Discussion of increasing the hourly rate for the building services technician position.

### CONSENT AGENDA

Approval of the August 9, 2022 Board Meeting Minutes

**22-41 Menerick moved approval of the consent agenda. Seconded by Lannon. Vote: 7-0. Motion carried.**

Discussion: none

### PUBLIC COMMENTS

Walter Davis spoke about the threat in this country to school boards, libraries, etc. when it involves materials in libraries. In terms of hiring a new director, he stressed to make sure the

candidate is willing to stand up for our (library) rights and the board should make sure the candidates are vetted. He stressed that he is willing to serve in that capacity to assist the committee. He suggested that we have a policy of how to address the issue of complaints of items on the shelves.

Belter and Martin said that the LDL does have a policy in place to address this and these issues have been addressed recently by the MLA.

#### **TRUSTEE COMMENTS**

Kathy Osmun stated that she talked to someone today at Robinson Township regarding her replacement on the board. There is no replacement for her yet. Kathy and John will check to see if Kathy can continue to serve until there is a replacement. She will follow-up.

**UNFINISHED BUSINESS:** none

#### **NEW BUSINESS**

- 22-42** *A. Consideration of a Motion to Contract with the Library Director Search Firm John Keister and Associates, LLC of Vernon Hills, Illinois. Belter moved, DeYoung seconded. Vote: 7-0. Motion carried.*

Discussion: Cathy Rusco reviewed the minutes of the August 12 Library Director Search Committee. Kathy Osmun commented on the excellent information and the job by Rusco and the committee.

Menerick commented on the information on the one particular firm that is a standout. Rusco asked to amend the motion to specify the firm of John Keister and Associates, LLC of Vernon Hills, Illinois.

Signing the agreement: the Board President will sign the agreement with the firm. Price: \$20,500, with a one-year hiring guarantee. The firm stresses conversations with staff, board and community on what a library director should be.

- 22-43** *B. Consideration of a Motion to Approve a Grant Request to the Grand Haven Area Community Foundation to assist with costs related to the Library Director search. Rusco moved, Menerick seconded. Vote: 7-0. Motion carried.*

Discussion: Menerick explained how this opportunity came about through her discussion with Holly Cole with the GHACF. It is a technical assist grant, covering up to 50% of the cost. Rusco and Menerick met with the GHACF on Friday as a follow-up.

- 22-44** *C. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with Sara Derdowski and execute the agreement with Sara Derdowski. Belter moved, Menerick seconded. Vote: yes – 0, no- 7. Motion failed.*

Discussion: Sara Derdowski declined the proposed "Waiver of Tuition Reimbursement agreement", this motion becomes irrelevant.

Regarding the tuition reimbursement clause of the original work agreement:

Menerick expressed concerns about using municipal funds and that the funds need to be paid back in accordance with the original work agreement.

DeWitt expressed that there needs to be repayment.

Under the employment agreement Sara is responsible for repayment.

DeYoung explained the process prior to the email received: the Board made and approve a motion at their August 9, 2022 meeting to proceed with a tuition reimbursement agreement. DeYoung drafted the agreement, Derdowski replied, and the proposed agreement was sent to the attorney.

Lannon said this discussion should be on the agenda for the September 13 Board meeting. The motion was vetoed and the discussion will be deferred to the September 13 meeting.

- 22-45 D. Consideration of a motion to authorize Interim LDL Director John Martin, in consultation with the executive committee, to contract with or hire as a temporary library staff member, an interim financial operations manager.**

**Vote: 7-0**

Discussion: this will be either a contract position or a temporary library staff position. Determination will be made based on discussions with the individual, consideration to the financial implications (contract vs. temp library employee) and the advice of the Library's attorney.

- 22-46 E. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with John Martin as LDL Interim Library Director and execute said agreement.**

***Belter moved, Menerick seconded. Vote: 7-0. Motion carried.***

Discussion: the attorney is in discussion with MERS and is handling these issues so there are no ramifications for Martin.

- 22-47 F. Discussion of increasing the hourly rate for the building services technician position.**

Belter commented that it has been difficult to fill the current position. One candidate that was to be employed received a pay increase from his employer and turned down the job. DeWitt commented that in her discussions with various individuals, the hourly salary was low.

Osmun also commented that the hourly wage was low compared to similar positions. The decision on this is up to the Library Director. However, with a suggestion of an increase in the hourly pay from what is posted, the Board moved to give approval.

Staff member Chelsea McCoy was asked about the original salary determination. DeYoung asked if it was from the recent salary study and what percentage of the median it represented.

- 22-48 *The motion was made that John Martin be given the authority to increase the salary offering for this position up to \$25 per hour. Motion by Menerick, Second by DeWitt. Vote: 7-0. Motion carried.*

**TREASURER'S REPORT** – no report

**COMMITTEE REPORTS**

Director search committee: Rusco covered during the discussion on Motion A.

**DIRECTOR'S REPORT** – no report

**PRESIDENT'S REPORT** – Brooks thanked board members for their additional time and work during this interim period.

**PUBLIC COMMENTS** - none

**TRUSTEE COMMENTS**

Menerick commented that it is her hope that the staff has welcomed John back. Rusco seconded the support of John Martin.

Belter stressed appreciation for staff participation at the staff and board meeting this morning. Rusco will contact the director search firm and set up any needed meetings, visits.

DeWitt commented that in the email we received from Derdowski, concerns were expressed. She referenced concerns expressed by staff in their written statement. This input is important going forward with the director search.

Menerick asked about that the questions she provided be used for future exit interviews. The Library does have an exit interview document.

**15. ANNOUNCEMENT OF NEXT MEETING DATE**

- A. September 13, 2022 at 5:30 p.m. Program Room B
  - 1. Discussion of the agreement with Sara Derdowski and how to proceed.

DeYoung will not be present for the September meeting.

**16. ADJOURNMENT: 11:50 a.m.**



Secretary

Mary Jane Belter



President

Burton Brooks

Prepared by Mary Jane Belter