



Loutit District Library
Expanding Horizons. Enriching Minds. Engaging
Community.

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 14, 2024**

1. **The meeting was called to order at 5:00 p.m. in Program Room B by President Brooks.**

Board members present: Mary Jane Belter, Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

Board members absent:

Library Staff present: Anne Harrison, Ellen Peters, Elizabeth Smyka, Martin Lidacis

City of Grand Haven Staff present: Emily Greene

Members of the Public: Frank Kennedy

2. **APPROVAL OF AGENDA**

24-14

Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.

Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

24-15

Motion by Lannon, seconded by Menerick, to approve the consent agenda.

Correction to the spelling of Waanders.

- A. Approve the regular meeting minutes of April 9, 2024
- B. Approve April invoice payments in the amount of \$ 672,753.11

4. **PUBLIC COMMENT - None**

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of April 30, 2024
- B. Revenue and Expenditure Reports as of April 30, 2024
- C. Cash Summary Reports as of April 30, 2024
- D. Check Register as of April 30, 2024
- E. Fund Balance
- F. MERS accrued liability pay down

Report by Emily Greene, City of Grand Haven, financial management provider for LDL

Budget Update:

- Peters and Harrison are still looking at the budget process. Need to change some of the expense lines, and will be making adjustments.

Tax Forms:

- Signatures are needed

DDA Tax Capture Update:

- Greene explained the liability of the DDA TIF capture

Increases in Health Insurance Premiums and possible solutions:

- Medical insurance premiums increased by 12%
- There is a possibility that we could join with the City to get lower rates
- It would need to be beneficial to the City. The city is self-insured through Blue Cross Blue Shield. We are exploring the possibility of this.
- € Under the union contract we cannot decrease coverage

Resolution Language:

- Peters spoke with the Ottawa County Clerk's office regarding the resolution language (original to articles of incorporation). The county agreed that the language that will appear on the August ballot is correct and appropriate.
- Peters and lawyer to separately investigate the library's tax base to see if the library's levy should include a portion of Spring Lake Township in the GHAPS boundary, which hasn't been collected in the past.

Monthly Reports:

- MERS: Menerick asked on page five, why there were zeros
- Those liabilities were paid
- € Where does it show MERS – 716.00

6. TRUSTEE COMMENT

- DeWitt: Follow up conversation with Robinson Twp clerk to the April LDL board meeting minutes: It was not the board's position that members of the township board were concerned with the ALA expenditure, it was the position of one individual.
- Possible resolution for the May minutes for this item: The minutes state that the position of the township board was clarified.
- Collins asked if we could print two-sided. It has to do with the scanning, but staff will work on this.

7. UNFINISHED BUSINESS

A. Update on progress of Brooks Media Center

- Ribbon cutting ceremony will be June 7 at 5:00 p.m.

B. Update on millage: talking points and marketing/community engagement plans

- Millage information in the newsletter
- Talked with the equalizations department of the county last week.

- Do we need to make changes to the public information going out? Ballot language was what you knew at the time of submitting the info.
- Post cards being sent out mid-June

C. Discuss possible amendments to bylaws related to board meetings

- Covered under committee report

8. NEW BUSINESS

A. Discuss Commercial Insurance: Replacement cost of building and increased premiums

- 40% increase, \$15, 334 to \$21,468 for the year
- Everyone else has a 15 – 18 percent increase
- Our insurance company does not cover the cost of the building appraisal. Our agent will handle bringing someone in to do the appraisal of the building.

B. Discuss Custodian resignation and solution to cover janitorial services with their absence

- Current: part time working 20 hours per week, someone working on weekends. Part time person resigned, not due to current working situation. It has been difficult to find and keep people.
- Quote from ZGC is \$223 per cleaning, five cleanings a week – two employees. Plus, the weekend person.
- Options: board approve until we are covered through the end of the fiscal year
- Enter into a contract for a determined time period.

24-16 Motion by Menerick, seconded by Rusco, that we accept ZGC commercial cleaning solutions until July 1, 2025, and continue the part-time weekend employee at four hours. The motion carried 8-0.

Discussion:

- Belter asked what if they want a multiyear contract? Come back to the board with options.

C. Request Approval to withdraw \$973 in interest from GHACF Fund accounts

- Peters explained this

24-17 Motion by Menerick, seconded by Rusco, that the LDL requests the disbursement of funds from the Loutit District Library Endowment Fund: Loutit 1 and Loutit 1-F held at the Grand Haven Area Community Foundation. The disbursement will total \$973 with \$725 from Loutit 1 Fund and \$248 from Loutit 1-F Fund. The money to be used for the Brooks Media Center. The motion carried 8-0.

D. Options for replacement of part-time vacancy

- Liz from the youth department needed to go to full-time, she did not want to wait to see if the millage passed so she found a full-time position.
- Recommendation to wait and see if the millage passes and decide what we are doing then.
- We lost our tech support from GHAPS. Harrison and Kate Tobin met with GHAPS. They are addressing this. It is part of our contracted services with GHAPS.

9. COMMITTEE REPORTS

A. Millage Exploratory Committee – Reviewed above

- B. Building and Grounds Committee** - No business
- C. Finance** – Review meeting minutes from April 16, 2024 meeting: reviewed by Lannon
- D. Personnel** - No business
- E. Policy** – Review meeting minutes from April 23, 2024 meeting – reviewed by Collins. Hopefully we will have a response, review by the attorney and then back to the Policy Committee.

10. DIRECTOR'S REPORT

- Reviewed by Peters. All areas of usage have increased.
- € Brooks commented on the vinyl collection. He likes that records will be circulated in pizza style boxes.

11. PRESIDENT'S REPORT - No report

12. PUBLIC COMMENT - None

13. TRUSTEE COMMENT

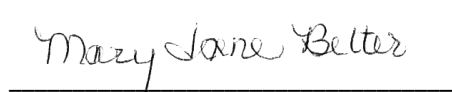
- Menerick thanked the LDL for their signage for Earth Day activities.
- Menerick asked if staff could cover the windows looking into Program Room C.
- Menerick requested an increase to operating hours after the millage passe.
- Lannon made a suggestion for the vinyl collection. We have a number of local bands that have vinyl out there. See if they would donate their vinyl.
- Brooks added that high school bands have put out records.
- Longstreet will not be at the June meeting.

14. NEXT REGULAR MEETINGS

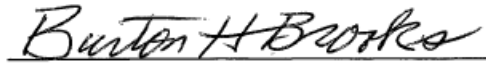
Board Meeting: June 11, 2024 at 5:00 p.m. (approve 2024-25 annual budget)

15. ADJOURNMENT

The meeting adjourned at 6:43 p.m.



Secretary
Mary Jane Belter



President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant