



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, June 11, 2024
 Time: 5:00 p.m.
 Place: Loutit District Library, Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

- 3. PUBLIC HEARING: PROPOSED FISCAL YEAR 2024-2025 LIBRARY MILLAGE RATES** Pages 1-3
- A. **Open**
 - B. **Discussion**
 - C. **Close**

- 4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2024-2025 LIBRARY BUDGET** Pages 4-31
- A. **Open**
 - B. **Discussion**
 - C. **Close**

- 5. APPROVAL OF CONSENT AGENDA** Pages 32-35
- A. Approve the regular meeting minutes of May 14, 2024
 - B. Approve May invoice payments in the amount of \$ 90,881.54
 - C. Approve the following Purchase Orders for FY 2024-25: \$ 649,553.00
 (some contracts attached as **Attachment A**)

PO	Name	Amount
2450	Priority Health for FY 2024/25 Insurance Premiums	\$137,653.00
2451	Lakeland Library Cooperative Services FY 2024/25	\$25,000.00
2452	City of Grand Haven Finance, BS&A, & HR Services FY 2024/25	\$62,932.00
2453	Vredeveld Haefner LLC for June 30, 2023, Auditing Services	\$7,250.00
2454	MCLS for Overdrive FY 2024/25 for E-Books	\$30,900.00
2455	Overdrive Advantage E-Books FY 2024/25	\$36,000.00
2456	BHS Insurance for Property & Liability Insurance FY 2024/25	\$18,410.00
2457	GHAPS Technology Services FY 2024/25	\$56,000.00
2458	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$12,000.00
2459	Howard Miller Library – Zeeland School District	\$46,100.00

2460	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2024/25	\$17,013.00
2461	Michigan Gas Utilities FY 2024/25	\$14,000.00
2462	City of Grand Haven Board of Light & Power FY 2024/25	\$75,000.00
2463	OAISD Broadband Internet	\$ 1,400.00
2464	Hoopla Electronic Database FY 2024/25	\$38,000.00
2465	Office Machines Company (Copying Charges) FY 2024/25	\$ 3,000.00
2466	Envisionware Service and Software Licensing FY 2024/25	\$ 9,250.00
2467	Foster Swift Collins & Smith PC Legal Services FY 2024/25	\$7,500.00
2468	Kanopy, LLC Electronic Database FY 2024/25	\$6,000.00
2469	Delta Dental for FY 2024/25 Insurance Premiums	\$14,500.00
2470	Verizon Wireless FY2024-25	\$ 5,650.00
2471	Hotspots and Data – FY 2024/25	\$8,900.00
2472	Van Dyken Mechanical for HVAC Services – FY 2024/25	\$8,000.00
2473	City of Grand Haven – Water Utilities FY 2024/25	\$7,500.00

6. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

7. TREASURER’S REPORT

- | | |
|---|-------------|
| A. Balance Sheet Reports as of May 31, 2024 | Pages 36-40 |
| B. Revenue and Expenditure Reports as of May 31, 2024 | Pages 41-47 |
| C. Cash Summary Reports as of May 31, 2024 | Page 48 |
| D. Check Register as of May 31, 2024 | Pages 49-50 |

8. TRUSTEE COMMENT

9. UNFINISHED BUSINESS

- | | |
|---|------------|
| A. Update on Media Center | |
| B. Update on millage: talking points and marketing/community engagement plans | Page 51-53 |

10. NEW BUSINESS

- | | |
|--|-------------|
| A. Consideration of a motion to approve a resolution to set the 2024 property tax levy for operating purposes at .9410 mill and to set the 2024 property tax levy for debt retirement purposes at .1150 mill | Page 54 |
| B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2024-2025 Fiscal Year and to appropriate funds for said purposes, as follows: | Pages 55-56 |

	Revenue	Expenditure
General Fund	3,046,794	3,291,143
Maintenance Fund	12,000 projected	80,000
Debt Service A Fund	302,500	256,300
Debt Service B Fund	327,900	327,900

- C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:
 Family Coverage \$1,000
 Double Coverage \$750
 Single Coverage \$500
 These payments are distributed bi-weekly as part of the employee's pay.
- D. Discuss possible unpaid closure of Coast Guard Sunday
- E. Discuss commercial insurance renewal: BHS agent is shopping for alternative plans for LDL. Motion requested to authorize Peters to approve possible change in policies for FY 2024-25. Page 57
- F. Determine Board of Trustee Officers for FY2024-2025.

10. COMMITTEE REPORTS

- A. **Building and Grounds Committee**
 No business
- B. **Finance Committee**
- C. **Personnel**
 No business
- D. **Policy**

11. DIRECTOR'S REPORT

Pages 58-60

12. PRESIDENT'S REPORT

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. NEXT REGULAR MEETINGS

PUBLIC Board Meeting: July 9, 2024, at 5:00 p.m.

16. ADJOURNMENT

Loutit District Library

Board of Trustees

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.