



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, July 9, 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. APPROVAL OF CONSENT AGENDA

A. Approve the regular meeting minutes of June 11, 2024

Pages 1-7

B. Approve June invoice payments in the amount of \$ 165,407.12

4. 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.

5. TREASURER'S REPORT

A. Balance Sheet Reports as of June 30, 2024

Pages 8-12

B. Revenue and Expenditure Reports as of June 30, 2024

Pages 13-19

C. Cash Summary Reports as of June 30, 2024

Page 20

D. Check Register as of June 30, 2024

Pages 21-22

E. Audit Questionnaire for Management

Pages 23-24

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

A. Update on Media Center – electrical nearly finished (last step)

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

8. NEW BUSINESS

A. Commercial insurance renewal: BHS found an excellent, cheaper underwriter for FY2024-25. Pages 25-47

B. Election of Board of Trustee Officers for FY2024-2025:

1. President

2. Vice-President

3. Treasurer

4. Secretary

- C. Board President assigns committee members/chairs for FY2024-2025
- D. Motion to adopt FY2024-25 Board of Trustees Meeting Schedule
- E. Makerspace Construction Quotes

Page 48
Page 49
Pages 50-57

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: August 13, 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.