



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

BOARD OF TRUSTEES MEETING

Date: Tuesday, November 12, 2024
Time: BOARD TRAINING 4:00 p.m.
REGULAR BOARD MEETING 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. BOARD TRAINING WITH MLA LIBRARY LAW CONSULTANT, CLARE MEMBIELA

4. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of October 8, 2024 Pages 1-4
- B. Approve October invoice payments in the amount of \$ 110,730.83

5. 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.

6. TREASURER'S REPORT

- A. Balance Sheet Reports as of October 31, 2024 Pages 5-9
- B. Revenue and Expenditure Reports as of October 31, 2024 Pages 10-16
- C. Cash Summary Reports as of October 31, 2024 Page 17
- D. Check Register as of October 31, 2024 Page 18-19
- E. Ten-Year Financial Plan Pages 20-24

7. TRUSTEE COMMENT

8. UNFINISHED BUSINESS

- A. Motion to approve extra funds for book drop replacement Pages 25-38
- B. Motion to approve transfer from capital improvements to cover book drop costs

9. NEW BUSINESS

10. OTHER COMMITTEE REPORTS

- A. Finance Committee

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

11. DIRECTOR’S REPORT

Pages 39-40

12. PRESIDENT’S REPORT

13. PUBLIC COMMENT

14. TRUSTEE COMMENT

15. MOTION TO GO INTO CLOSED SESSION FOR DIRECTOR’S SALARY DISCUSSION. (ROLL CALL)

16. NEXT REGULAR MEETINGS

- PUBLIC Board Meeting: December 10, 2024, at 5:00 p.m.

17. 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.