LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 9, 2019

The meeting was called to order by President De Young at 4:30 pm in the Youth Program Room.

Board members present: Mary Jane Belter, Burton Brooks, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco
Board members absent: Helen Bulthouse
Also present: Dave Walters, Renee Molyneux, Kim Talaga
Library Staff: John Martin, Sara Derdowski, Michelle Moore, Allison Boyer

Approval of Agenda

19-17 **Moved by Brooks, supported by Belter, to approve the Agenda. Motion carried 7-0.**

Grand Haven Board of Light and Power Presentation
Dave Walters, BLP General Manager, Renee Molyneux, Administrative Services Manager and Kim Talaga, Marketing & Communication Coordinator for BLP, addressed the Board with a large check representing the amount of money BLP rebated to the library in 2018 for LED lighting improvements.

Annual Agenda Outline Review
The outline was received and reviewed.

19-18 **Moved by Brooks, supported by Lannon, to approve the Consent Agenda. Motion carried 7-0.**

A. Approve the March 5, 2019 regular meeting minutes as amended
B. Approve February 2019 invoice payments in the amount of $65,384.70

Public Comment
None.

Trustee Comment
None.

Unfinished Business
Rusco asked if Capstone would attend the May board of trustees meeting. Martin to request a representative from Capstone to attend and provide an update.

New Business

19-19 **Moved by Brooks, supported by Osmun, to approve a one-year contract with Kingdom Fire Protection for inspection, testing, and maintenance of the library's wet and dry fire protection system. Motion carried 6-1 (Menerick).**

Menerick asked if bids were accepted from other companies. Martin explained that Environmental Services Director/Maintenance Director Jack Wilson of Trinity Health/Sanctuary at St. Mary's (Grand Rapids) was consulted as an expert in building maintenance in regards to HVAC, fire protection, plumbing, irrigation systems, preventive maintenance and servicing, along with lawn service and snow removal. Wilson recommended Kingdom Fire Protection over other companies he's worked with in the past.

The consensus was that going forward, staff need to present multiple bids for board consideration.

19-20 **Moved by Brooks, supported by Rusco, to approve a one-year contract with Dykstra Landscape Management, Inc. for landscaping and snow removal. Motion carried 7-0.**

Dykstra was also recommended by Wilson for better service and an annual savings of $2,000 – $3,000. The snow removal amount is calculated by the season and not by the push, making it easier to budget. Again, the consensus was that staff need to present multiple bids for board consideration. Menerick expressed concern about the type of deicer used and potential damage to the brick walkway.

19-21 **Moved by Belter, supported by Menerick, to approve a revised Freedom of Information Policy as submitted by the library's attorney, Anne Seurynck. Motion carried 7-0.**

Treasurer's Report

The February 28, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Committee Reports

Finance Committee – Burton Brooks

The committee will meet on May 14, 2019 at 4:30 pm to discuss the 2019-2020 FY Budget.

Building and Grounds Committee – Burton Brooks

The committee is scheduled to meet on May 16, 2019 at 4:30 to discuss the schedule of building improvements.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

The committee will be meeting jointly with the Finance Committee on May 14.

Property Sale Workgroup

Menerick suggested exploring the option to subdivide the property. Consensus was that this option is worth considering. Martin will check with Capstone on any interest.

Director's Report – John Martin

The written report was received and reviewed. Martin mentioned the naturalization ceremonies to be held in the library on April 18. Allison Boyer talked about her contribution of the LDL tween collection as a case study to the book *Creating a Tween Collection: A Practical Guide for Librarians* by Karen M. Smith.

President's Report – Dave De Young

De Young commented that he appreciates the way everyone is working together.

Public Comment.

None.

Trustee Comment.

Belter will not be able to attend the June meeting.

Next Regular Meetings

A. Tuesday, May 7, 2019, 4:30 pm, Program Room B
B. Tuesday, June 4, 2019, 4:30 pm, Program Room B

The meeting was adjourned 5:22 pm.

Mary Jane Belter
Secretary

President

Mary Jane Belter

Dave De Young

Prepared by John Martin