

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

July 9, 2019

The meeting was called to order by Vice President Osmun at 4:32 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young (via phone), Caryn Lannon, Lisa Menerick (5:31), Kathy Osmun, Cathy Rusco

Library Staff: John Martin, Kerry FitzGerald, Sara Derdowski

Also present: Allison Boyer, Michelle Moore, Kim Rice, Christina LeVey-Rowland

Approval of Agenda

- 19-41 Moved by Brooks, supported by Bulthouse, to approve the Agenda.
Motion carried 7-0.**

Annual Agenda Outline Review

The scheduling of the director's performance appraisal was discussed. The form will be sent out the first week of August with the review to follow in September.

- 19-42 Moved by Lannon, supported by Rusco, to approve the Consent Agenda.
Motion carried 7-0.**

- A. Approve the regular meeting minutes of June 4, 2019
- B. Approve May 2019 invoices in the amount of \$ 149,675.53
- C. Approve the following Purchase Orders:

| PO | Name | Amount |
|-----------|---|---------------|
| 980 | Priority Health for FY 2019/20 insurance premiums | \$114,471.00 |
| 981 | Lakeland Library Cooperative services FY 2019/20 | \$23,000.00 |
| 982 | Reliant Professional Cleaning for custodial service FY 2019/20 | \$66,500.00 |
| 983 | Vredeveld Haefner LLC for June 30, 2019, auditing services | \$6,750.00 |
| 984 | MCLS for Overdrive FY 2019/20 for e-books | \$17,700.00 |
| 985 | Overdrive Advantage e-books FY 2019/20 | \$24,000.00 |
| 986 | BHS Insurance for Property & Liability Insurance FY 2019/20 | \$12,670.00 |
| 987 | GHAPS Technology Services FY 2019/20 | \$47,250.00 |
| 988 | Spring Lake District Library for reimbursement of Ferrysburg 2019 penal fines | \$9,400.00 |

| | | |
|-----|--|-------------|
| | Howard Miller Library for reimbursement of taxes in Zeeland School | |
| 989 | District | \$39,160.00 |
| 990 | Rycenga Electric to retrofit lamps with LED | \$5,500.00 |
| 991 | Trane for HVAC | \$6,950.00 |
| 992 | Dykstra for Landscaping and snow removal | \$14,975.00 |
| 993 | Michigan Gas Utilities | \$13,250.00 |
| 994 | City of Grand Haven Board of Light & Power | \$70,000.00 |
| 995 | Lynda.com Electronic Database | \$5,700.00 |
| 996 | Hoopla (July 2019-2020) | \$18,000.00 |
| 997 | Office Machines Company (printing charges) | \$7,500.00 |
| 998 | Maples Leaf Press (newsletter printing charges) | \$8,000.00 |
| 999 | Rycenga Electric (retrofit lights with LEDs) | \$10,165.00 |

Public Comment

None.

Trustee Comment

None.

Unfinished Business

None.

New Business

Election of Officers

19-43 **Rusco, supported by Bulthouse, nominated the current slate of officers (President – Dave DeYoung, Vice President -- Kathy Osmun, Treasurer -- Burton Brooks, Secretary -- Mary Jane Belter), and called for the nominations be closed and a unanimous ballot be cast to re-elect the current slate. Motion carried 7-0.**

19-44 **Moved by Bulthouse, supported by Lannon, to approve the 2019/2020 Board of Trustees' meeting schedule as amended. Motion carried 7-0.**

19-45 **Moved by Bulthouse, supported by Rusco, to approve the following job description as discussed at the Personnel Committee meeting of May 14, 2019:**

Library Assistant III – Local History/Genealogy

Motion carried 7-0.

Moved by Bulthouse, supported by Brooks, to approve closing the library at 1:00 pm on Friday, July 12, 2019, for staff development. Motion carried 7-0.

Discussion of the Conflict of Interest Disclosure Form

The need for the form was discussed. The consensus was that it'll be presented at new trustee orientations and utilized as needed.

Treasurer's Report

The May 31, 2019 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

The auditor questionnaire was discussed. De Young will complete and submit it. Trustees with questions or concerns were urged to respond as well. Martin and Derdowski will address the W2's and MERS issue with the auditor. The auditor contract is up for renewal next year.

Derdowski reported that the General Fund expenses should be about 91%. She also stated that the State PPT Reimbursement breakout between General Fund and Debt A Fund will be separated for FY 2018-19 and going forward.

The issue of Maintenance Fund transfers to the General Fund was discussed. Derdowski pointed out that when the Fund was established, Maintenance Fund revenue was intended to only be used for board-approved projects and not routine repair/maintenance expenses. In 2018, some routine expenses were drawn from the Maintenance Fund.

The consensus was that going forward the expenditure plan will be followed:

- 1) The General Fund will cover routine maintenance.
- 2) The Maintenance Fund will be used for board approved projects.
- 3) Reimbursements to the General Fund will be made quarterly rather than annually.

Under the Maintenance Fund 5/3 Investments, one security was cashed out and the proceeds were transferred to MiClass to be used for reimbursement for General Fund Capital Project expenses that will be completed in August 2019.

It is expected that a currently held CD will be called in August. All proceeds will be deposited into MiClass. The portfolio remains positioned well going into July when a rate cut is expected for federal funds. De Young suggested that Michigan Class be listed as an authorized depository for LDL funds. Derdowski will also add

Fifth Third Securities to the list. The list will be amended and brought to the August board meeting for approval.

Derdowski reviewed the June 21 check fraud incident and the steps taken to protect LDL's account and liability with Positive Pay.

Committee Reports

Finance Committee – Burton Brooks

No report.

Building and Grounds Committee – Burton Brooks

Martin reviewed the July 9 committee meeting agenda, which included proposals from three design companies to assist the staff in the repurposing of the Public Computing Room, relocating it upstairs to the Adult Services Wing, and analyzing the best use of space throughout the library. The recommendation of the committee was to engage Library Design Associates.

19-47

Moved by Bulthouse, supported by Lannon, to engage Library Design Associates to analyze the library interior and develop a plan at an amount not to exceed \$12,500 pending a positive review of the references provided by Library Design Associates. Motion carried 7-0.

The RAM Construction strike set back the renovation at the Columbus Avenue and 4th Street entrances a couple of weeks. The estimated completion date is now July 24.

Trustees were encouraged to attend the library open house on July 13 in celebration of the 10th anniversary of the renovated building and the 20th anniversary of the district library.

The contract with Capstone Realty to market and sell the Robbins Road property will expire on July 31, 2019. Martin will approach Sandi Gentry of Re/Max Lakeshore about her expressed interest in listing the property.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report.

Property Sale Workgroup – Lisa Menerick
No report.

Menerick arrived at 5:31 pm.

Director’s Report – John Martin

The written report was received and reviewed. Brooks questioned the use of the computer classroom by GHAPS for an internal training session. Martin stated that school was still in session on that day and space was not available in GHAPS locations.

President’s Report – Dave De Young

Discussion ensued regarding the potential development for a PR board committee, including the committee’s responsibilities as delineated from staff responsibilities. Osmun referenced the section of library trustees’ manual that refers to PR responsibilities for review. Trustees were directed to provide De Young with input and thanked them for their service on the board.

Public Comment.

None.

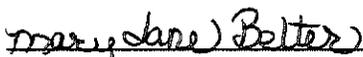
Trustee Comment.

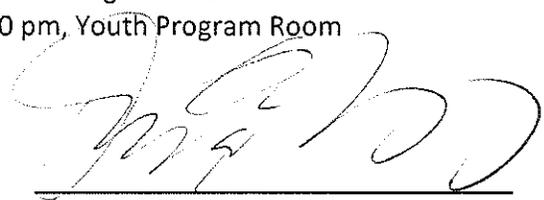
Brooks requested an updated staff photo directory. Menerick apologized for joining the meeting late.

Next Regular Meetings

- A. Tuesday, August 6, 2019, 4:30 pm, LDL Program Room B
- B. Tuesday, September 10, 2019, 4:30 pm, Youth Program Room

The meeting was adjourned 5:49 pm.


Secretary


President

Mary Jane Belter

Dave De Young

Prepared by Kerry FitzGerald

