

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 3, 2019**

The meeting was called to order by Vice-President Kathy Osmun at 4:30 pm in Program Room B.

Board members present: Mary Jane Belter, Helen Bulthouse, Dave De Young (via phone), Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco
Library Staff present: John Martin, Kerry FitzGerald, Sara Derdowski, Michelle Moore
Board members absent: Burton Brooks

Approval of Agenda

Agenda items 8E, F and G were removed and referred to the Policy Committee. Agenda items 8H and I were referred to the Personnel and Finance Committees. Agenda items 8D was deferred to a future board meeting.

19-83 Moved by Menerick, supported by Rusco, to approve the Agenda as amended. Motion carried 7-0.

Annual Agenda Outline Review

The Board holiday luncheon for staff is set for Wednesday, December 11 at noon. Lucy's Market will be catering. The Planning Committee held its first meeting to prepare goals for FY 2020-2021. The Building and Grounds Committee will need to schedule a meeting in January to discuss FY2020-2021 budget items.

19-84 Moved by Bulthouse, supported by Menerick, to approve the Consent Agenda. Motion carried 7-0.

- A. Approve the regular meeting minutes of November 5, 2019
- B. Approve October 2019 Check Register in the amount of \$207,868.44

Public Comment

None.

Trustee Comment

Menerick reported on the presentation with Martin to the Ferrysburg City Council on Monday, December 2. Lannon and Rusco reported that a presentation to the Grand Haven Township Board of Trustees will take place on Monday, December 9 at 7:00pm.

Unfinished Business
None.

New Business

- 19-85 **Moved by Bulhouse, supported by Belter, to accept the offer of a new Story & Clark baby grand piano from Eric Inlaw and Lynde Richards. Motion carried 7-0.**

Menerick spoke in favor of acceptance of the piano. Osmun asked if there are restrictions or conditions with the gift. Martin will pursue this with the donors. Discussion ensued about obtaining a cover, grand piano truck dolly with locking wheels, recognition plaque for donors, and formal invitation to donors for unveiling.

- 19-86 **Moved by Belter, supported by Bulhouse, to approve revisions to the following staff job descriptions: Assistant Director of Library Operations, Department Head – Youth Services, Librarian – Youth Services, Library Assistant II – Youth Services (30 hour) and Library Assistant II – Youth Services (19 hour). Motion carried 7-0.**

As part of a continuing review of all staff job descriptions, these were carefully reviewed and evaluated by the Personnel Committee. Discussion ensued about changes to job responsibilities and hiring a professional company to conduct a compensation study in 2020.

- 19-87 **Moved by Menerick, supported by Lannon, to request Port Sheldon Township switch the collection of library property tax from summer to winter, beginning with the December 2020 tax collection, and to clarify that these taxes will be collected without fees. Motion carried 7-0.**

- 19-88 **Moved by Belter, supported by Menerick, to approve an amendment to the FY 2019-2020 library budget to provide funding for corrected employee W2 statements for years 2015, 2016 and 2017. Motion carried 7-0.**

Derdowski explained that this expenditure had been authorized in the amount of \$10,500 in FY 2018-2019 but was not completed in that FY. The project will be completed in FY 2019-2020.

Treasurer's Report

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

Derdowski discussed state Tax Tribunal cases that could potentially affect the library's budget, including a new case involving Harvest Church at 12900 US-31.

General Fund

Personal property tax reimbursement was slightly lower than budgeted. A new bank account has been established at Chemical Bank for deposit of Robbins Road property sale proceeds.

Payroll services – Currently, the library is using Dominion but looking to transition to Paylocity. The annual expense is about the same, but services and ease of use will

increase. Derdowski will prepare a comparison of the two services for the January 7 Finance Committee meeting.

Bond Funds

Bond A and B interest payments were made. The auditor will file the annual Qualifying Statement with the state before December 31.

Maintenance Fund

A one-year CD was recently purchased that will yield a good interest rate.

Committee Reports

Finance Committee – Dave De Young

Minutes from the November 7, 2019 meeting were discussed. The meeting covered ACH, insurance coverage, and Port Sheldon tax collection. The insurance company provides risk assessment services and the library will be scheduling a visit in 2020. The committee also discussed the use of Robbins Road property sale proceeds, including the 2005 promise made to taxpayers. Staff will prepare a few different scenarios for discussion at the January 7, 2020 committee meeting. Derdowski will send Board members links to the Michigan Tax Tribunal to note upcoming tax appeals.

Building and Grounds Committee

Martin will work with Brooks to set up a meeting in January.

Planning Committee – Mary Jane Belter

Minutes from the November 19, 2019 meeting were discussed. The next committee meeting is Thursday, January 9, 2020 at 4:30pm, at which the committee hopes to finalize goals for FY2020-2021.

Policy Committee – Caryn Lannon

The committee will meet January 14, 2020 at 4:30pm to discuss ACH and Fund Balance policies.

Personnel Committee – Helen Bulthouse

Minutes from the November 19, 2019 meeting were received and reviewed. Discussion ensued about the legality of using public funds to reward staff with incentives. LDL legal counsel says yes to inexpensive gifts that meet the state's *de minimis* regulations. The LDL auditor says these types of gifts are not allowed but suggests that *de minimis* language be added to the Personnel Policy. The next committee meeting will be held Thursday, January 2, 2020 at 3:00pm.

Property Sale Workgroup – Lisa Menerick

A closing date of Friday, December 13 at 1:00pm has been set for the sale of the Robbins Road property. Belter will sign documents on behalf of the board.

Director's Report – John Martin

Discussion of Martin's written report included comments on library trees illuminated with lights donated by De Young, grant for replacement/expansion of the kids play area equipment from the Community Foundation, proposed presentation to Grand Haven City Council on Monday, January 6, 2020, update on concrete and brick work replacement project, and comments being collected from people viewing the Remembrance Project exhibition.

President's Report – Dave De Young

None.

Public Comment.

None.

Trustee Comment.

Plans for the Wednesday, December 11, 2019 staff holiday luncheon were discussed.

Next Regular Meetings

- A. Tuesday, January 7, 2020, 4:30 pm, Program Room B
- B. Tuesday, February 4, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:16 pm.

Mary Jane Belter
Secretary

Mary Jane Belter

Dave De Young
President

Dave De Young

Prepared by John Martin