LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 3, 2020

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, Burton Brooks, Dave De Young (via phone), Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco
Library Staff present: John Martin, Kerry FitzGerald, Michelle Moore, Ben Knight (left at 4:44)

Approval of Agenda

20-14 **Moved by Menerick, supported by Rusco, to approve the Agenda as amended. Motion carried 8-0.**

Staff Presentation – Ben Knight

Knight shared good meeting practices he learned in Leadership Connect.

Annual Agenda Outline Review

The outline was received and reviewed.

20-15 **Moved by Bulthouse, supported by Rusco, to approve the Consent Agenda as amended. Motion carried 8-0.**

A. Approve the regular meeting minutes of February 4, 2020 as amended
B. Approve the January 2020 Check Register in the amount of $203,015.34

Public Comment
Moore expressed her appreciation for being able to serve as Assistant Director, Library Services and the opportunity to grow with her new responsibilities.

Trustee Comment
Trustees expressed their thanks to staff.

Unfinished Business
None.

New Business

20-16 Moved by Brooks, supported by Lannon, to approve revisions to the following job descriptions, as recommended by the Personnel Committee.

1. Library Assistant II (Reference and Information)
2. Library Aide II (Reference and Information)
3. Library Assistant II (Local History)
4. Library Assistant III (Local History)
5. Library Assistant I (Circulation)
6. Library Assistant I (Cataloging)
7. Library Aide I (Circulation)
8. Librarian (Reference and Information)
9. Library Director
10. Assistant Director, Library Operations
11. Assistant Director, Finance and Human Resources
12. Assistant Director, Library Services

Motion carried 8-0.

20-17 Moved by Bulthouse, supported by Rusco, to approve the elimination of one 24-hour per week Library Aide II position in the Reference and Information Department, as recommended by the Personnel and Finance committees. Motion carried 8-0.

20-18 Moved by Menerick, supported by Rusco, to add one 24-hour per week Reference and Information Library Assistant II position, as recommended by the Personnel and Finance committees. Motion carried 8-0.

20-19 Moved by Menerick, supported by Rusco, to increase hours for two Reference and Information Library Aide II positions from 24 hours per week to 28 hours per week, as recommended by the Personnel and Finance committees. Motion carried 8-0.

20-20 Moved by Lannon, supported by Bulthouse, to authorize Grand Haven Area Public Schools to upgrade existing security cameras and add additional security cameras to improve coverage inside and outside the library. Motion carried 8-0.

20-21 Moved by Belter, supported by Brooks, to authorize Rycenga Electric to provide Cat 6 wiring for locations where new security cameras will be located at a cost of $3225.00. Motion carried 8-0.

20-22 Moved by Belter, supported by Bulthouse, that the fund balance associated with the sale of the Robbins Road property along with interest earned on the fund balance be applied to future Bond B debt service payments, beginning in May 2020. The fund balance will be evenly divided by eight (the remaining years of annual bond payments) so that $72,490 will be allocated to annual Bond B debt service requirements, during the next seven years. During the eighth year, the remaining fund balance in its entirety (including all earned interest) will be

applied to the final payment on the Bond B debt obligation. Should the remaining fund balance in the final year exceed debt service requirements on Bond B, the unapplied balance of the fund will be transferred to the library's General Fund. Motion carried 8-0.

20-23 **Moved by Lannon, supported by Rusco, to approve changes to the Fund Balance Policy, as recommended by the Finance Committee. Motion carried 8-0.**

20-24 **Moved by Brooks, supported by Menerick, to approve a three-year contract with Dykstra Landscape Management, Inc. for year-round grounds maintenance, including snow-plowing, sidewalk snow removal, and salting at 407 Columbus, the Library's Columbus Avenue parking lot, and the Masonic Temple parking lot as set forth in the Library's Easement Agreement with the Mason's, and to authorize Library Director John Martin, to sign the agreement on behalf of the Library. Motion carried 8-0.**

20-25 **Moved by Bulthouse, supported by Lannon, to authorize Trane to replace portions of boiler 1 and 2 exhaust flues in the amount of $7,962.00. Funds are available in the Maintenance Fund balance to cover this unexpected expense. Motion carried 8-0.**

20-26 **Moved by Brooks, supported by Bulthouse, to approve the estimate from Rycenga Electric, Inc., for installation of electrical and computer lines for Public Computing, which was recently relocated to the area behind the Adult Information Desk. Motion carried 7-1 (Menerick).**

20-27 **Moved by Lannon, supported by Rusco, to approve the revised PTO policy with the elimination of the phrase "PTO must be taken in .5-hour increments." Motion carried 8-0.**

Treasurer's Report

The January 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Committee Reports

Finance Committee – Burton Brooks

Moore reported that the library will be continuing to offer patrons access to ebooks, comics, tv, movies, and music with hoopla but discontinuing audiobooks, due to the increasing costs. LDL's subscription with rbdigital for 2900 magazines is $800 per year, and instead of spending an additional $600 for a very small collection of audio books (5000 with 240 added each year) as we have in the past, LDL will be joining TLN's entire rbdigital audiobook collection, which features 35,000 titles plus 400 more per month, at a cost of $6750 per year. Access to these is unlimited and simultaneous, just like hoopla. Over the past year, the library has spent $14,049 on hoopla audiobooks alone. Also, 18 of the top 20 circulating audiobooks on hoopla are also on Overdrive. This subscription change takes effect May 1, 2020 and runs through April 30, 2021.

The committee will meet jointly with the Personnel Committee on March 10, 2020 at 4:30 pm.

Building and Grounds Committee – Burton Brooks
The committee will meet on March 26, 2020 at 2:00 pm.

Planning Committee – Mary Jane Belter
No report.

Policy Committee – Caryn Lannon
No report.

Personnel Committee – Helen Bulthouse
The minutes from the February 18, 2020 were reviewed and discussed. The committee will meet jointly with the Finance Committee on March 10, 2020 at 4:30 pm. The salary study is planned to be completed by May so that any changes can be reflected in the FY 2020-2021 Budget.

Director's Report – John Martin
The written report was received and discussed.

Belter gave an overview of the LDL Marketing Team's activities.

Moore and Menerick will attend the United Way's Pinnacle of Partnership Award dinner on behalf of the library.

Brooks suggested reserving hotspots for trustees who don't have Wi-Fi capability. Moore reported that there are usually a lot of holds on the hotspots.

President's Report – Dave De Young
De Young stated that he'd like to start succession planning for the director's position and for trustee positions. He encouraged trustees to start thinking about recruiting replacements.

Public Comment.
None.

Trustee Comment.
Menerick suggested that LDL acquire refurbished iPads from GHAPS and make them available to low-income patrons for checkout. She asked about the exploring the option of rooftop solar panels. Martin stated that architectural engineer Ross Smith determined that solar panels would not be a feasible option for the library's roof. She suggested replacing the lead water service line sooner than later. Martin stated that the line is the responsibility of the city. Menerick suggested the library hold a community discussion with the Ottawa County Health Department on the corona virus.

Next Regular Meetings

A. Tuesday, April 7, 2020, 4:30 pm, Program Room B
B. Tuesday, May 5, 2020, 4:30 pm, Program Room B

The meeting was adjourned 6:42 pm.

Mary Jane Belter
Secretary

Mary Jane Belter

President

Dave De Young

Prepared by Kerry FitzGerald