

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

June 2, 2020

The meeting was called to order by President De Young at 4:30 pm via Zoom.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Board members absent: none

Library Staff present: John Martin, Sara Derdowski, Michelle Moore, Ben Knight, Elizabeth Griffin, Chelsea McCoy, Amy Van Oordt, Anna Cox, Kim Rice, Christina LeVey-Rowland, Jen Norton, Allison Boyer, Jeanette Weiden, Michelle Plews

Other attendees: Becky Vargo, Grand Haven Tribune and Amy Bessinger, City of Grand Haven.

Approval of Agenda

20-43 Moved by Brooks, supported by Bulthouse, to approve the Agenda. Motion carried 8-0.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco - yes

Motion carried 8-0.

Annual Agenda Outline Review

The outline was received and reviewed. Personnel committee needs to set up a meeting regarding Martin's evaluation. Discussion of possible online evaluation rather than a hard copy. Martin noted that a list of policies needing review will be prepared for the policy committee. Meet Up and Eat Up has not been scheduled due to the distancing requirement and will probably be handled by the schools. Board seat renewals: Burton received a letter regarding his interest; Rusco has not heard anything yet; and Osmun talked with Kathy Kuck regarding her reappointment.

Public Hearing for proposed Fiscal Year 2020-2021 Library Budgets opened at 4:50pm. Martin gave a budget overview: 3.2% increase in property values; millage rate reduced by

Headlee Act to .9654 mills; and we are expecting 15% decline in revenues from penal fines and interest rates. Staffing concerns to the budget: 2 retirements and 4 positions eliminated. Derdowski discussed budget specifics including the salary changes from the salary study and an increase in electronic collection due to increased online participation. DeYoung made a comment related to the electronic resource, Lynda, that it be retained for individuals if changing or updating their job skills.

No public comments.

20-44 **Moved by Menerick, supported by Lannon, to close the hearing. Motion carried 8-0.**

Roll call vote:

**Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes**

Motion carried 8-0.

20-45 **Moved by Bulthouse, supported by Lannon, to approve the Consent Agenda.
Motion carried 8-0.**

- A. Approve the regular meeting minutes of May 5, 2020
- B. Approve the April 2020 Check Register in the amount of \$166,770.15
- C. Approve FY 19/20 General Fund Budget Amendment #2 with a net increase over expenditures of \$533,320

Roll call vote:

**Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes**

Motion carried 8-0.

Public Comment
None

Trustee Comment
Brooks appreciates the effort of putting the budget together. Board members concurred.

Unfinished Business
None.

New Business

20-46 Moved by Brooks, supported by Osmun, to approve a resolution to adopt a budget for Loutit District Library for the 2020-2021 Fiscal Year and to appropriate funds for said purposes, as follows:

| <i>Fund</i> | <i>Revenue</i> | <i>Expenditure</i> |
|---------------------|----------------|--------------------|
| General Fund | 2,568,586 | 2,543,823 |
| Maintenance Fund | 15,000 | 150,000 |
| Debt Service A Fund | 267,494 | 251,160 |
| Debt Service B Fund | 326,200 | 326,200 |

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco - yes

Motion carried 8-0.

20-47 Moved by Brooks, supported by Menerick, to approve a resolution to set the 2020 property tax levy for operating purposes at .9654 mill and to set the 2020 property tax levy for debt retirement purposes at .1150 mill. Motion carried 8-0.

Brooks mentioned that we are authorized to levy 1 mil, but have not done so due to the Headley Act that began in 1978.

Roll call vote:

Belter - y
Brooks - y
Bulthouse - y
DeYoung - y
Lannon - y
Menerick - y
Osmun - y
Rusco - y

Motion carried 8-0.

20-48

Moved by Menerick, supported by Rusco, to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:

Family Coverage \$1,000

Double Coverage \$750

Single Coverage \$500

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco - yes

Motion carried 8-0.

Osmun asked if this is pro-rated and can be reinstated with a life event. Derdowski answered yes, and will check the language. Menerick noticed that there hasn't been an increase in these amounts. Martin will add this to the list of follow-up items from the salary study and consider the benefits proposal for January 2021. Osmun will look at some benefit survey information she has, and said companies do not change this often.

20-49

Moved by Belter, supported by Bulthouse, to approve the Library Assistant II for Adult Services (30 hours per week) increase in hours. Motion carried 8-0.

Bulthouse asked if people already applied for this job. Moore answered yes, and explained the process was stopped when the rate changed due to salary study and an increase in hours was requested, which warranted a new hiring process. Osmun said it should be a "clean" posting to give an opportunity for new people to apply. Bulthouse asked if previous employees can apply for this and Moore stated yes.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco - yes

Motion carried 8-0.

20-50 Moved by Brooks, supported by Menerick, to approve a three-year contract for Custodial Services with Zervas Facility Maintenance. Motion carried 7-0-1.

Belter noted that Zervas does not have the electrostatic cleaning equipment that Reliant has. Reliant's bid stated they would use that equipment only once per month. Brooks noted that there is no contract, so we pursue other companies if there are issues. Osmun excused herself from voting as the company is associated with one of her co-workers. Menerick explained the cleaning schedule for the school.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - abstain

Rusco - yes

Motion carried 7-0-1.

20-51 Moved by Menerick, supported by Lannon, to approve the COVID-19 Preparedness and Response Plan.

Martin reviewed the proposed plan mandated under the Executive Order and drafted by Foster Swift, library attorneys, and purchased by Lakeland Library Cooperative. DeYoung asked if employees affected by outside COVID-19 infection are eligible for leave and Derdowski answered yes. Martin purchased gloves, masks, and dividers, and applied for a \$500 grant toward this expense. Lannon asked if masks were washable and re-usable. Martin replied yes, and Julia Hoebeke made some for us before she retired. Menerick commented on work restrictions with her husband's work and suggested break and lunch restrictions be added to our plan. Osmun commented on touchless lights and doors as a possibility in the future. Martin explained the faucets are touch-free and the drinking fountains will be unavailable as part of this order. Martin said high-touch surfaces will be cleaned multiple times during the day.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco - yes

Motion carried 8-0.

20-52 Moved by Bulthouse, supported by Menerick, to approve the Library Reopening Policy and Plan.

Martin discussed the 4-stage policy and plan also drafted by Foster Swift. A special time to accommodate vulnerable population should be added. Menerick supports this action. Staff can return June 8th. Belter asked about the lower level and Martin replied that he plans to close it off initially. DeYoung asked if patrons will be counted. Martin answered yes, because we will be limited to a specific number, including staff. DeYoung asked if we were coordinating with Spring Lake and if we can use program rooms for quarantine. Martin responded yes to both. Menerick asked if we should remain open until 7pm, and Martin stated we want to accommodate individuals that are working, but it is a fluid situation. Brooks asked for opening date and Martin expects sometime after July 4th. Menerick asked about book clubs and Belter explained the marketing committee is working on these items. DeYoung asked about a library response if infections spike. Martin will keep in touch with Ottawa County Public Health.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

20-53 Moved by Menerick, supported by Bulthouse, to raise the library's capitalization figure from \$1000 to \$5000 and edit the Asset Management Policy to reflect this change.
Motion carried 8-0.

Roll call vote:

Belter -y

Brooks - y

Bulthouse - y

DeYoung - y

Lannon - y

Menerick - y

Osmun - y

Rusco – y

Motion carried 8-0.

20-54 Moved by Bulthouse, supported by Brooks, to approve the proposal from D.C. Byers for removal, insulation, and replacement of three windows in Local History. Motion carried 8-0.

Martin explained Byers checked and fixed a window last fall and it solved the problem. The additional windows will be completed this year.

Roll call vote:

Belter -y
Brooks - y
Bulthouse - y
DeYoung - y
Lannon - y
Menerick - y
Osmun - y
Rusco – y

Motion carried 8-0.

Treasurer's Report

The April 30, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

Committee Reports

Finance and Personnel Committees – Burton Brooks

Draft minutes from the May 12, 2020 joint meeting of the Finance and Personnel Committees, along with Compensation policy, FY 2020-2021 organizational chart, cell phone subsidy, 5-year financial plan, and budget discussion, were received and discussed. The cell phone subsidy is already included in the new budget. DeYoung advocates for a fixed subsidy and Derdowski will take it to the policy committee. Board needs to vote on approved wage increase discussed at the May board meeting. Add under new business and address at this meeting.

Building and Grounds Committee – Burton Brooks

Meeting was cancelled. Martin says we are 2 weeks out for the solar panel proposal. Chair will call new meeting.

Planning Committee – Mary Jane Belter

No report.

Policy Committee – Caryn Lannon

Derdowski will have the cell phone policy in place prior to the July meetings. Martin will set a meeting for June 15th @3:30pm.

Personnel Committee – Helen Bulthouse

AMEND THE AGENDA, ADDITION TO NEW BUSINESS:

20-55

Moved by Bulthouse, supported by Brooks, to approve a 1.9% wage increase for employees below 110% of market average as identified with the salary study, to make a one-time lump-sum payment equal to 1.9% of wages for those employees whose salaries are above 110% of market, and to accept salary adjustments as presented based on the salary study. Increase will take effect July 1, 2020. Motion carried 8-0.

Roll call vote:

Belter -y
Brooks - y
Bulthouse - y
DeYoung - y
Lannon - y
Menerick - y
Osmun - y
Rusco - y

Motion carried 8-0.

Director's Report – John Martin

The written report was received and discussed. Menerick asked to change the April 2021 date to the second Tuesday, April 13th, due to the scheduled school break.

President's Report – Dave De Young

none

Public Comment.

Moore asked why the board approves the board meeting schedule on July 7th when that date is listed first? There are two July meeting dates approved at the annual meeting.

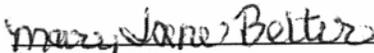
Trustee Comment.

Menerick asked about Cheap Stacks reopening and how to receive donations. Staff member, Sarah Johnston, a library aide is almost done with her library degree and is moving on to a full-time job at KDL headquarters. Menerick inquired about the piano donation. She suggests we own the solar panel equipment and battery. This will be discussed more at building and grounds committee meeting. Bulthouse is excited to see new books available and thinks our website is awesome. Derdowski will send out meeting notices.

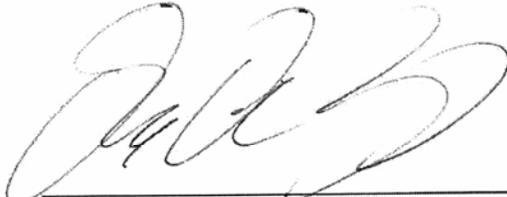
Next Regular Meetings

- A. Annual Meeting - Tuesday, July 7, 2020, 4:30 pm, LDL Program Room A
- B. Tuesday, August 4, 2020 – 4:30 pm, LDL Program Room A

The meeting was adjourned 6:36 pm.


Secretary

Mary Jane Belter


President

Dave De Young

Prepared by Michelle Moore