LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 4, 2020

The meeting was called to order by President De Young at 4:45 pm via Zoom.

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

Board member absent: Kathy Osmun

Library staff present: John Martin, Sara Derdowski, Michelle Moore, Ben Knight

APPROVAL OF AGENDA

20-64 **Moved by Menerick, supported by Rusco, to approve the Agenda.**

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 7-0.

ANNUAL AGENDA OUTLINE REVIEW

The outline was received and reviewed by Martin. Penal fines came in about $11,000 higher than expected. Audit will begin the second week in September. The Executive Committee will replace the Planning committee and be responsible for overview and preparation for the monthly board meeting. Derdowski requested that the discussion and action for bank rating/authorizations be moved from July to August.

20-65 **Moved by Menerick, supported by Lannon, to approve the Consent Agenda.**

A. Approve the regular meeting minutes of July 7, 2020 with correction
B. Approve the June 2020 Check Register in the amount of $136,699.55

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes

Osmun - absent
Rusco – yes

Motion carried 7-0.

PUBLIC COMMENT

Yvonne Olmsted asked for details about opening the lower level for Cheap Stacks as staff has received questions. Martin discussed opening by appointment. Friends would also like to have a book sale downstairs in September. Olmsted will discuss this with the Friends board and submit a proposal to Martin. DeYoung asked if donations were being accepted as he recently sent some to another source. Volunteers are coming in to sort materials and following our entry procedures.

TRUSTEE COMMENT

Menerick mentioned coinciding with the Grand Haven sidewalk sales would be a good time to hold the Friends book sale.

UNFINISHED BUSINESS

None.

NEW BUSINESS

20-66 **Moved by Bulthouse, supported by Rusco, to approve the President's appointments to the Standing Committees (Executive, Building and Grounds, Finance, Personnel, Policy), the elimination of the Planning Committee with those responsibilities becoming part of the duties of the Executive Committee and the addition of Sue Robertson and Michelle Moore to the Personnel Committee.**

Discussion: DeYoung reviewed his concept of the Executive Committee and draft of the membership and responsibility document he prepared. Committee will meet prior to regular board meeting; Brooks has a standing commitment and suggests a Tuesday meeting. Brooks asked if it was considered a public meeting, and Martin said all meetings are public and posted. Belter suggests having the library attorney review this to ensure compliance. Brooks suggested removing the names of chairs in the document, but keeping the Treasurer as chair for Finance. Martin discussed an new individual interested in serving on a library committee, Dave Sawyer, a recent retiree. Sue Robertson will be moved from the Planning Committee to Personnel. DeYoung suggests discussing further a more formal process regarding committee applicants and future board members. Menerick clarified that the Executive Committee would simply make recommendations and inform the board of meeting details. Bulthouse approves of Robertson on Personnel and will contact her. DeYoung asked about a staff member for Personnel Committee and Martin suggested Moore. Bulthouse approves.

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes

Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 7-0.

20-67 **Moved by Bulthouse, supported by Lannon, to approve job description changes to Library Assistant II, Reference & Information/Media.**

Discussion: Moore explained the process leading to the changes for the position.

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 7-0.

20-68 **Moved by Lannon, supported by Bulthouse to approve a 24-hour per week Library Assistant II position for Reference & information and eliminate a 20-hour per week Library Aide II position.**

Discussion: Moore explained the rationale for the changes in the position. A brief PowerPoint was presented that outlined the library staff development procedure. Martin explained these efforts were designed to keep a focus on what we do and why (strategic plan).

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 7-0.

20-69 **Moved by Belter, supported by Rusco to amend the Library Reopening Policy**

Discussion: Martin detailed the unattended child policy update on page 33 of the packet and the amended curbside pickup hours of operation.

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 7-0.

20-70 **Moved by Menerick, supported by Bulthouse to approve the purchase of UV light emitting devices for high use, multi-user keyboards and touch screen monitors.**

Discussion: DeYoung advised he will abstain from voting since he is acquainted with the individual who developed this product. Martin gave the background for this decision as he wanted the items installed before the library opened to the public. This is a local company who sells mainly to hospitals, and produces the UVAngel at GHSP. Menerick asked how it worked, if replacement bulbs were expensive, and if we received a discount. Martin stated he will check on the bulb cost and the library received a 25% discount. Moore explained the device only works when powered on with the computer and remains inactive until needed.

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - abstain
Lannon - yes
Menerick - yes
Osmun - absent
Rusco – yes

Motion carried 6-0-1.

TREASURER'S REPORT

The June 30, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed. Derdowski mentioned a few items: $11,000 over budgeted amount for penal fines, invoices are still coming in from the shutdown yet we have fewer expenses due to the pandemic. Workman's comp was reduced due to smaller staff. Utility costs and custodial fees were reduced. Book costs down. COVID-related costs were around $6,400 and john is applying for grants up to $10,000. Already received a $500 grant for the Library of Michigan. Moore will be added to the accounts and FitzGerald removed due to positon changes.

COMMITTEE REPORTS

Finance Committee – Burton Brooks

No report.

Building and Grounds Committee – Burton Brooks
No report; meeting will be scheduled in August.

Planning Committee – Mary Jane Belter
No report.

Policy Committee – Caryn Lannon
No report.

Personnel Committee – Helen Bulthouse
Bulthouse mentioned four members still need to submit director evaluations. Meeting on August 11th with Moore to download and evaluate the results. Will be sent to DeYoung to summarize and present at the September board meeting.

DIRECTOR'S REPORT – JOHN MARTIN

Curbside pickup continues even with library open to the public; a locker system will replace curbside eventually and be placed in the garage for 24/7 access. Martin applied for and received a CARES grant through the Library of Michigan to increase the number of internet hotspots available by 10 and add 5 Chromebooks for circulation. Menerick would like to applaud employees for all they have done during this time and believes they are doing a fabulous job.

PRESIDENT'S REPORT – DAVE DE YOUNG

No report.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

Menerick would like to meet on Tuesdays due to school schedule. Personnel committee will discuss.

NEXT COMMITTEE MEETINGS

B. Personnel Committee: August 13, 1:00pm
C. Executive Committee: August 25, 4:30pm
D. Building and Grounds: TBD

NEXT REGULAR MEETINGS

E. Tuesday, September 1, 2020 – 4:30 pm, LDL Program Room A
F. Tuesday, October 6, 2020 – 4:30 pm, LDL Program Room A

The meeting was adjourned 6:40 pm.

Mary Jane Belter
Secretary
Mary Jane Belter

President
Dave De Young

Prepared by Michelle Moore