LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 1, 2020

Meeting called to order by President De Young at 5:00 pm via Zoom.

Board members present:
Mary Jane Belter – attending from Grand Haven Charter Township, Ottawa County, Michigan
Burton Brooks – attending from Grand Haven, Ottawa County, Michigan
Helen Bulthouse – attending from Grand Haven, Ottawa County, Michigan
Dave De Young – attending from Pottsboro, Grayson County, Texas
Caryn Lannon – attending from Grand Haven Charter Township, Ottawa County, Michigan
Lisa Menerick – attending from Ferrysburg, Ottawa County, Michigan – arrived later
Cathy Rusco – attending from Grand Haven, Ottawa County, Michigan
Kathy Osmun – attending from Robinson Township, Ottawa County, Michigan
Board members absent: none.
Also present: John Martin, Sara Derdowski, Ben Knight and Michelle Moore

APPROVAL OF AGENDA

Motion by Bulthouse, supported by Lannon, to approve the Agenda as presented.

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

Motion carried 7-0.

Menerick joined the meeting at 5:10pm

Brownfield Redevelopment Authority Presentation – Pat McGinnis
City Manager, Pat McGinnis, discussed his PowerPoint presentation detailing the Peerless Flats development project. Significant environmental liability on the property needs to be addressed. $180,865 would be the total tax revenue the library will forfeit for the “Due Care” to protect people from exposure to contaminated property. Pat commented that the Robbins Landing affordable housing project will be applying for this same program, and coming before the city council on December 7, 2020. Pat answered questions from DeYoung, Belter, Menerick, and Lannon, who asked if the plan of 32 years can be shortened if less time was needed to cover the cost, and McGinnis answered, “yes.”
APPROVAL OF CONSENT AGENDA

20-93

Motion by Brooks, supported by Bulthouse, to approve the Consent Agenda.

A. Approve the regular meeting minutes of November 3, 2020
B. Approve the October 2020 Check Register in the amount of $158,751.46
Menerick asked the question about how the $75 non-resident fee was determined, an item from the November meeting, and an explanation was given.

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
Mike Dora, Grand Haven city council member, thanked the library board for all they do.

TRUSTEE COMMENT
Menerick mentioned that the property near the airport would make a good spot for a library satellite (branch) in the future.

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

20-94

Motion by Belter, second by Brooks, to approve revisions to the COVID 19 Preparedness and Response plan.

Discussion:
Martin stated this is a fluid plan which will continue to change as orders are given by the state department of health and human services and the suggestions made by the MLA attorney.

Roll call vote:
Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes
Motion carried 8-0.

**20-95**

Motion by Menerick, second by Osmun, to approve revisions to the COVID 19 Reopening policy.

Discussion:
Martin stated this is similar to the previous motion.

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

Motion carried 8-0.

**20-96**

Motion by Menerick, second by Brooks, to approve the 2020 Annual Report.

Discussion:
Martin commented on the most recent version. DeYoung offered praise on the great job done with the layout and visuals. Menerick had questions about the mobile hot spots that are available for check out. Martin informed the board that there are 30 devices to loan. Lannon informed the board that both area school districts are providing mobile hotspots to students who need it. Brooks inquired on the distribution of the report. Martin will send to area governments and present at meetings when requested.

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

Motion carried 8-0.

**20-97**

Motion by Brooks, second by Rusco, to approve a contract with Mortimer Consulting LLC for an employee benefit study in the amount of $6500.

Discussion:
DeYoung relayed information from the discussion at the exec committee meeting and felt that we should alternate the studies each year and concentrate on the benefit study. Bulthouse
stated the value is to find out if our benefits are comparable to other libraries. Belter commented that the benefit study should be done before the personnel manual is revamped. Menerick clarified that this will be an employee benefit study, not employee work positions, and asked about the $3800 fee. DeYoung said the salary study update would cost $3800 and was originally considered before deciding on the benefits portion. Sara explained we currently have 14 full-time employees and 10 part-time employees. Osmun believes that we have all of the job descriptions up to date, although Moore thinks we will address them again soon, possibly end of next year. Osmun asked if they will survey our own employees? Derdowski has not yet gotten into the details of the study or questions asked of the staff. Menerick asked if can we save anything on this study since the library has done some of the work. Will discuss.

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

Motion carried 8-0.

**20-98**

Motion by Belter, second by Menerick, to approve the MERS Defined Contribution Plan addendum.

Discussion:
Derdowski outlined the changes that are necessary and need to be approved. This is going to every governmental unit that participates in MERS.

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

Motion carried 8-0.

**20-99**

Motion by Brooks, second by Lannon, to approve the MERS Defined Benefit Plan addendum.
Discussion:
Derdowski reviewed the addendum with the changes the board needs to approve. DeYoung commented that this is happening with all other governmental units involved with MERS.

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

Motion carried 8-0.

Strategic Plan Review
DeYoung stated the idea is to review the plan for progress and changes, showing where we are, what needs to be addressed, and what has already been accomplished. Martin explained the summary and outlined the progress after one year. Bulthouse asked if library cards were being offered while closed, and was told digital cards are available. Additional programming, book lockers, patron surveys, and a possible drop box in Robinson Township were discussed. Moore is organizing the February Kindness Month activities to include opportunities to donate money or materials to the library. DeYoung and Menerick would like to see more donors, especially legacy gifts. Menerick would like to serve on this committee.

TREASURER’S REPORT
The October 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS
Building and Grounds Committee – Burton Brooks
No report.

Executive Committee – Dave DeYoung
DeYoung reviewed the minutes from the November 24th meeting. Menerick asked if a permanent Zoom link can be created for our regular board meetings; Martin will prepare it for January’s meeting.

Finance Committee – Burton Brooks
No report.

Policy Committee – Caryn Lannon
No report.

Personnel Committee – Helen Bulthouse
No report.
DIRECTOR’S REPORT – JOHN MARTIN
Martin discussed items included in the Director’s Report. All items in the report were reviewed. Martin updated board on the hold lockers, working well, and glad we decided on 20 instead of 10. Martin applied for $10,628 grant to purchase additional Plexiglas dividers for computer stations, UV Angels for remaining public keyboards, and 10 more mobile hot spots for patrons. Moore read comments from staff regarding the exceptional in-house staff training day held on November 11, 2020.

PRESIDENT’S REPORT – DAVE DE YOUNG
No report.

PUBLIC COMMENT.
None.

TRUSTEE COMMENT.
Menerick would like to see Santa reading on the library roof. Belter suggested a “Where’s Waldo”-type Find Santa program around town. Fun ideas!

NEXT REGULAR MEETINGS
B. Tuesday, January 5, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING
C. Tuesday, February 2, 2021 – 5:00 pm, REMOTE ELECTRONIC MEETING

Meeting adjourned at 6:53 pm.

Mary Jane Belter
Secretary

Mary Jane Belter

President

Dave De Young

Minutes prepared by Michelle Moore