

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 1, 2022**

The meeting was called to order by Vice-President Osmun at 5:32 p.m. in Program Room A.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Caryn Lannon, Lisa Menerick, Kathy Osmun and Cathy Rusco

Board members absent: Dave De Young

Library staff present: Katie Alphenaar, Amy Bailey, Marianne Case, Sara Derdowski, John Martin

**APPROVAL OF AGENDA**

- 22-05 Motion by Lannon, second by Menerick, to approve the meeting Agenda. Motion carried 7-0.**

**STAFF PRESENTATION**

John Martin introduced Katie Alphenaar, Head of Reference & Information. Ms. Alphenaar and the board discussed her professional background, prior tenure at Loutit, and how she perceives the library's changes since that time.

**APPROVAL OF CONSENT AGENDA**

- A. Approve the regular meeting minutes of January 11, 2022
- B. Approve the General Fund Budget Amendment #1
- C. Local Government Retirement System Annual Report
- B. Approve the December 2021 Check Register in the amount of \$190,646.18

- 22-06 Motion by Menerick, second by Rusco, to approve the Consent Agenda. Motion carried 7-0.**

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

Trustee DeWitt informed the board that Spring Lake District Library has expanded their hours. Ms. Bailey explained what the staff training needs would be for Loutit to increase hours from the current 48, and also that at this time it would not be possible to extend both evening hours and Saturday hours. The staff works Saturdays on a rotating basis.

**UNFINISHED BUSINESS**

None

02-01-22 Board Meeting

## **NEW BUSINESS**

The board and Director Martin discussed establishing a non-endowed fund with the Grand Haven Area Community Foundation.

- 22-07 Motion by Brooks, seconded by Lannon, to establish a non-endowed fund with the Grand Haven Area Community Foundation, deposit \$5,000 of donated funds, and to authorize Board President Dave De Young, Board Treasurer Burton H. Brooks, and Board Secretary Mary Jane Belter to sign on behalf of the Library Board of Trustees. Vote 7-0**

## **TREASURER'S REPORT**

The December 31, 2021 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

Minutes from the January 25, 2022 were presented, and the meeting discussion was reviewed. It was noted that the elevator requires an annual inspection, and that the security cameras are providing clear images. Director Martin explained that it may be time for the entire building interior space to be reviewed for necessary improvements.

Executive Committee – Kathy Osmun

Minutes from the meeting of January 25, 2022 were reviewed.

Finance Committee — Burton Brooks

No report

Long-Term Financial Planning Committee—No meeting is scheduled at this time; the next one may take place later in February or in March.

Policy Committee – Caryn Lannon

No report

Personnel Committee – Cathy Rusco

No report

## **DIRECTOR'S REPORT – JOHN MARTIN**

The written report was received and reviewed. There is a new format for the monthly outline, calendar, and to-do list. Several board members expressed an interest in attending the staff in-service day February 21 if possible, and were advised to let Director Martin or Ms. Bailey know. The keynote speaker will be Kristin L. Meyer, CCXP.

## **PRESIDENT'S REPORT**

None

## **PUBLIC COMMENT**

None

02-01-22 Board Meeting

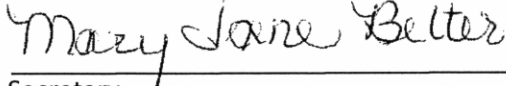
**TRUSTEE COMMENT**

None

**NEXT REGULAR MEETINGS**

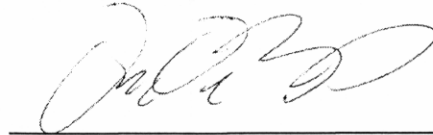
- A. Tuesday, March 1, 2022 – 5:30 pm, LDL Program Room A
  - B. Tuesday, April 5, 2022 – 5:30 pm, LDL Program Room A
- Trustees Lannon and Menerick will be absent.

Meeting adjourned at 6:34 p.m.

  
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Secretary

Mary Jane Belter

  
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President

Dave De Young

Prepared by Marianne Case