

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
September 13, 2022**

The meeting was called to order at 5:30 p.m. in Program Room B by President Brooks.

**Board members present:** Mary Jane Belter, Burton Brooks, Caryn Lannon, Lisa Menerick, Cathy Rusco

**Board members absent:** Dave De Young

**Board members joining by phone:** Penni DeWitt

**Vacancy:** Robinson Township

**Library Staff present:** Marianne Case, Kerry Fitzgerald, John Martin, Chelsea McCoy

**Others present:** Carol Dawe, Director of Lakeland Library Cooperative

**APPROVAL OF AGENDA**

The following items were proposed to be added to the agenda:

Under Unfinished Business, consideration of a motion to amend the employment agreement with John Martin to eliminate the "Interim" label.

Under New Business, consideration of a motion to change the current Library Aide positions in Circulation to Library Assistant I positions with the corresponding starting pay rate of \$13.75 per hour.

Under New Business, consideration of a motion to change the job title for the (new) director search from "Director" to "Executive Director"

Under New Business, consideration to approve payment in the amount of \$5,850 to the company OrangeBoy.

**22-49 Motion by Rusco, seconded by Lannon, to approve the Agenda as amended. The motion was carried 5-0.**

**STAFF PRESENTATIONS**

Chelsea McCoy gave an update on how the library is informing the public about intellectual freedom and promoting a reading challenge for Banned Books Week throughout the month of September.

Kerry Fitzgerald gave an update on cataloging operations. The Library is a cataloging center, which saves approximately \$9,000 per year over relying on Lakeland Library Cooperative, and depending on the item may be weeks faster.

#### **LAKELAND LIBRARY COOPERATIVE UPDATE**

Carol Dawe, director of the cooperative, also discussed the importance of cataloging. LLC serves the 37 libraries in the cooperative that do not do their own cataloging. The cooperative has been reviewing and updating their strategic plan and bylaws. She offered assistance with reviewing Loutit's bylaws.

#### **APPROVAL OF CONSENT AGENDA**

- A. Approve the August 23, 2022 special Board of Directors' meeting minutes
- B. Approve the July 2022 invoice payments in the amount of \$251,349.71

**22-50 Motion by Belter, seconded by Lannon, to approve the consent agenda. The motion was carried 5-0.**

#### **PUBLIC COMMENT**

None

#### **TRUSTEE COMMENT**

Trustee Menerick described an inspiring visit to one of the branches of the Redwood City, California library, and described some of their programs and services.  
<https://www.redwoodcity.org/departments/library/>

#### **UNFINISHED BUSINESS**

**22-51 Motion by Menerick and seconded by Rusco, to amend the employment agreement with John Martin to eliminate the word "Interim" from his title for the purposes of MERS reporting. The motion was carried 5-0.**

#### **PUBLIC COMMENT**

None

#### **NEW BUSINESS**

**22-52 Motion by Belter, seconded by Lannon, to approve \$5,850 in invoices payable to OrangeBoy.**

Chelsea McCoy explained that OrangeBoy is used for patron emails and tracking various library data to aid in decision making. Ms. Dawe added that many libraries use the product.

#### **PUBLIC COMMENT**

None

**22-53 Motion by Belter, seconded by Rusco, to change the current Library Aide positions in Circulation to Library Assistant I positions with the corresponding starting pay rate of \$13.75 per hour. The motion was carried 5-0.**

Martin and Kim Rice, Head of Circulation, explained the difficulty in achieving proper staffing levels at a lower rate of pay. Menerick offered that Muskegon Public Schools are paying their aides \$14.38 and Lannon offered that Spring Lake Public Schools are paying \$15.00 (without benefits.)

#### **PUBLIC COMMENT**

McCoy commented that while it is important to raise the pay of the lowest positions, it is important to consider how any increase could affect the pay scale for all positions at the Library.

Dawe commented that pay increases could be done incrementally; LLC did it department by department.

Staff member Amy Van Oordt explained that the position is quite physically demanding.

**22-54 Motion by Belter, second by Lannon to change the job title in the (new) director search from "Director" to "Executive Director." The motion was carried 5-0.**

The change is to the title only; it is being made because using the new title is the current trend at libraries and the probable expectation of director candidates.

**PUBLIC COMMENT**

None

**TREASURER'S REPORT**

- A. General Fund Financial Report as of July 31, 2022
- B. Maintenance Fund Financial Report as of July 31, 2022
- C. Debt Service Fund Financial Report as of July 31, 2022
- D. Bank Account Report as of July 31, 2022

Martin referenced the Bank Account Report and explained that there is a CD which was to have matured in August at Lake Michigan Credit Union. He has been unable to handle the matter due to the change of individuals who are authorized to access the accounts. He will be contacting LMCU soon. He also explained that the Library is still waiting to hear from the auditing firm as to their proposed schedule for conducting the FY 2021-22 audit.

**COMMITTEE REPORTS**

**A. Building and Grounds Committee**

No report

In response to a question, Martin explained that the regular lawn service company will be handling the fall leaf clean-up. He also reported that a new maintenance technician has been hired.

**B. Executive Committee**

No report

The committee will next meet on September 27 at 5:00 pm.

**C. Finance Committee**

**D. Personnel Committee**

Minutes from the joint Finance and Personnel committees of August 31, 2022 were reviewed. Martin explained that there is a meeting scheduled with the City of Grand Haven on Tuesday September 20 at 2:00 p.m. regarding their possible financial management of the Library.

**E. Policy Committee**

No Report

**F. Financial Planning Committee**

No Report

**G. Director Search Committee**

The minutes from the Committee's meeting of August 9, 2022, August 12, 2022, and September 7, 2022 were reviewed. Rusco discussed the minutes and Belter reminded the Board that it is important to answer the questions asked of them by the recruiter, Mr. Keister. Martin will send the questions out again. Staff member Jeanette Weiden will discuss the questions with staff and encourage their response.

**DIRECTOR'S REPORT**

Martin introduced and discussed new staff members, and indicated that changes still need to be made to the monthly planner.

**PRESIDENT'S REPORT**

In response to a question, Ms. Fitzgerald indicated that the vinyl collection project has not yet begun. She is recruiting a volunteer to assist.

**PUBLIC COMMENT**

Keith Coulson of Grand Haven, member of the Grand Haven Human Relations Commission, thanked Elizabeth Griffin for her assistance with Pride Month, with the Story Walk, and in efforts to highlight diversity.

Margie Viveen of Grand Haven commented that while meeting at the Library for her 55<sup>th</sup> class reunion, she was excited to see an ad for the Dusty Dozen, a group of local historians, on the monitor screen. She thanked the Library.

Nancy Collins of Grand Haven thanked the Board for their support of staff and asked the status of the unionization effort. She was informed that the ballots have been mailed out. The results should be available by the end of the month.

Yvonne Olmstead of Grand Haven, staff member and member of the Friends of the Library, stated that the Friends are happy to be able to run the Cheapstacks bookstore and support the library.

Chelsea McCoy of Muskegon, staff member, stated how appreciative she is of the support for banned and challenged books. She also explained that this has been a difficult and trying time for the staff and would like information on the status of the transition and if there are plans to hire an assistant director. She urged the Board to keep in mind that at this time Martin is the only employee in a leadership position. This makes the day-to-day operations of the library more difficult and will inhibit the implementation of special projects that are planned.

**TRUSTEE COMMENT**

Belter thanked the Friends and Olmstead for their support and assistance in planning Martin's open house.

Menerick thanked the Friends and reported that the City of Ferrysburg has been happy to receive any unsold items from the Friends to give away, a program which is popular.

**NEXT REGULAR MEETINGS**

October 11, 2022—5:30 p.m., LDL Program Room B

November 8, 2022—5:30 p.m. LDL Program Room B

Meeting adjourned at 7:20 p.m.

Mary Jane Belter

Secretary

Mary Jane Belter

Burton H Brooks

President

Burton Brooks

Prepared by Marianne Case, Accountant