

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 14, 2023**

1. The meeting was called to order at 5:33 p.m. in Program Room B by President Brooks.

Board members present: Burton Brooks, Caryn Lannon, Marc Longstreet, Cathy Rusco, Penni DeWitt (5:38pm arrival), Lisa Menerick, Nancy Collins

Absent: Mary Jane Belter

Library Staff present: Katie Alphenaar, Elizabeth Smyka, Kerry Fitzgerald, Ellen Peters, Kim Rice, Martin Lidacis, Julie Williams, Allison Boyer

City of Grand Haven Staff present: Emily Greene

2. APPROVAL OF AGENDA

Amend the agenda to remove 5.F. and add page 20.5 (Proposal for Brooks Media Center) to 7.A.

23-15 Motion by Menerick, seconded by Rusco to approve the agenda as revised. The motion was carried 7-0.

3. APPROVAL OF CONSENT AGENDA

- A. Approve the February 14, 2023 regular meeting minutes
- B. Approve the January 2023 invoice payments of \$198,146.99

23-16 Motion by Brooks, seconded by Collins, to approve the consent agenda as revised. The motion was carried 7-0.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Financial report: Emily Greene, City of Grand Haven:

Didn't see anything alarming in the numbers. It is taking longer than expected to finalize budget and numbers, but is working with Marianne Case to finish everything up.

- A. General Fund Financial Report as of January 31, 2023
- B. Maintenance Fund Financial Report as of January 31, 2023
- C. Debt Service Fund A Financial Report as of January 31, 2023
- D. Debt Service Fund B Financial Report as of January 31, 2023
- E. Bank Account Report as of January 31, 2023
- F. Update on Budget Process
- G. Annual Community Foundation Report as of December 31, 2022

6. TRUSTEE COMMENT

Welcome Nancy Collins to the board. She represents the City of Grand Haven.

7. UNFINISHED BUSINESS

A. Update on Brooks Media Center

1. The \$41,000 donation covered by Brooks would not be enough to cover the whole cost. Peters notes that we could ask The Community Foundation for the \$25,000-\$30,000 difference, or use money left in the budget for capital projects. Alphenaar has taken measurements to get better estimates. Lannon asked for clarification about costs between phases. Alphenaar added that we would need to spend \$10,500 to get better estimates from Matt in Phase One of the project. That would be taken out of the overall cost of the project if we continue to Phase Two. If not, we are just paying for their planning time. We would need to start Phase Two within twelve months in order to receive the rebate. Rusco asked if we were losing any computers/workstations. Katie answered that we would not be losing any.
2. Menerick wants to look into if we want to get retro furniture from Herman (Howard?) Miller or other local places. Ellen noted that most of the cost is actually for the nicer sound proof areas, i.e. the areas for one-on-one meetings with librarians, tele-health visits, or virtual interviews.

23-17 Motion by Brooks to move this discussion to Building and Grounds Committee. Motion passes 7-0.

23-18 Motion by Menerick to look at money associated for building this room and the ability to find a matching grant with The Community Foundation. Passes 7-0.

B. Update on Robinson Book Drop

1. Rusco tried talking to Chris Saddler. She apologized for it taking so long but there is still no update.

C. Update on City of Grand Haven Janitorial Bid

D. Update on Zervas 2023-2024 Bid

1. They want us to sign a three-year contract. Lidacis confirmed that we do not want to accept the bid because they aren't really cleaning. Shelves have not been cleaned for an indefinite amount of time, vacuuming isn't getting done every day. He has sent them an email to let them know, but things have not improved yet. Brooks wants to put together a list of potential employees willing to do the work to present to the Building and Grounds Committee.
2. We would need to know how many full/part-time employees, how many substitutes, what equipment they would need to purchase, and liability insurance.

8. NEW BUSINESS

A. Approve Designation of Executive Director as FOIA Officer for LDL

1. Collins and DeWitt asked if we had a policy in place about if Ellen isn't here. Alphenaar answered that yes, in the absence of the director, the next person in charge (assistant director and so on) fills in. We need to make sure we update the policy.

23-19 Motion by Rusco to approve Ellen Peters as FOIA Officer, Second by Lannon. The motion was carried 7-0.

B. Approve the Revised Committee List – Approved with Revisions

1. Dave DeYoung is no longer a Trustee, just public (under the Finance Committee) and needs an updated email address.
2. Menerick requests that we remove her work phone number
3. Nancy clarifies that her phone number is a home number, not her cell phone. Her email address needs to be updated to her Loutit email, and needs a nameplate ordered.

4. Longstreet need a "T" for Trustee after his name

9. COMMITTEE REPORT

A. Building and Grounds Committee

1. Schedule a meeting for March 21, 2023
2. Collins was concerned about line item for "Smoke Alarm." Lidacis answered that one was marked "obsolete" because we thought we needed to replace the whole system. But we ended up just being able to fix that specific one by another merchant that came in to do estimates for the new system. It was included in the report as something we need to look at down the road but is not an emergency like we previously thought. Lannon asked if we could get an estimated timeline on how soon we should be replacing it.

B. Executive Committee – no update

C. Finance Committee

1. Had a joint meeting with Personnel Committee and updated the chart of accounts, amendments to the budget, sick leave payout is currently \$50,000 over budget because of current policy. John had sick bank paid out after his retirement.

D. Personnel Committee – See Above

E. Union Bargaining Committee – Scheduled for 03/15/2023

F. Policy Committee – None scheduled

10. DIRECTOR'S REPORT

- A. Kindness Month hit 90 donations
- B. June 3, 2023 is the Summer Reading Kickoff, still waiting for approval to host at Central Park
- C. Anne Harrison is the new Assistant Director, starting April 17, 2023. She previously worked at Herrick Library and is currently the Assistant Dean of the Library at Calvin University in Grand Rapids.
- D. Still making decision about the Community Engagement Librarian
- E. Strategic Planning: We are waiting until Anne joins us, but we want to go into the community like the Libraries Transforming Communities programs to try and find what the community needs are. Is there something the library can do? Is there someone to partner with to make those possible? Are there resources we can provide? It would be helpful to have Board Member presence at these conversations.

11. PRESIDENT'S REPORT

- A. DeYoung got an award for being on the board for 8 years.

12. PUBLIC COMMENT

None

13. TRUSTEE COMMENT

None

14. NEXT REGULAR MEETINGS

Board Meeting: April 11, 2023 at 5:30 p.m.

Executive Meeting: March 28, 2023 at 5:00 p.m.

Board Meeting: May 9, 2023 at 5:30 p.m.

15. ADJOURNMENT: The meeting was adjourned at 6:56 p.m.

Mary Jane Belter

Secretary

Mary Jane Belter

Burton H Brooks

President

Burton Brooks

Prepared by Elizabeth Smyka, Administrative Assistant