

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 11, 2023**

1. The meeting was called to order at 5:31 p.m. in Program Room B by President Brooks.

Board members present: Burton Brooks, Caryn Lannon, Marc Longstreet, Cathy Rusco, Penni DeWitt, Lisa Menerick, Nancy Collins, Mary Jane Belter

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

City of Grand Haven Staff present: Emily Greene

Members of the Public present: None

2. APPROVAL OF AGENDA

23-20 Motion by Menerick, seconded by DeWitt to approve the agenda as revised. The motion was carried 8-0.

Discussion

- A. Belter suggests New Business Item C be divided into two motions, item C and item D. The New Business items following were re-lettered.

3. APPROVAL OF CONSENT AGENDA

- A. Approve the March 14, 2023 regular meeting minutes
- B. Approve the February 2023 invoice payments of \$163,113.63
- C. Approve the March 2023 invoice payments in the amount of \$182,303.33

23-21 Motion by Belter, seconded by Menerick, to approve the consent agenda as revised. The motion was carried 8-0.

Discussion: need to delete the notation about the vacancy for the City of GH.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Financial report: Emily Greene, City of Grand Haven:

The Lake Michigan CU CD that matures on April 13, 2023. There was discussion of where to move the funds. Michigan Class has the highest rate. Greene gave an update on other financial matters.

She asked that the board give feedback on something we want to see. Greene and Peters are continuing work on the budget. We will be getting unreconciled reports for the month preceding the board meeting.

- A. General Fund Financial Report as of March 31, 2023
- B. Maintenance Fund Financial Report as of March 31, 2023
- C. Debt Service Fund A Financial Report as of March 31, 2023

- D. Debt Service Fund B Financial Report as of March 31, 2023
- E. Bank Account Report as of March 31, 2023
- F. February Finance reports attached
- G. Discuss Changes to financial reports
- H. US Bank Bond Balances and payment schedule

23-22 Lannon moved, Collins seconded that we authorize Emily Greene to move the LMCU CD funds to Michigan Class. Vote: 8-0

Bond payment summary was discussed. Collins questioned how much we bonded initially. Bond A and Bond B. Peters will get that information. Brooks asked if we will be getting budget adjustments in May. Peters answered that we would. Greene was able to find the original bond amounts post meeting. Bond 2017A was \$2,190,000 and Bond 2017B was \$2,800,000. She is still working to fully understand the documentation because it appears that those bonds might be refunding bonds from original 2007 bonds, but she is unclear.

6. TRUSTEE COMMENT - None

7. UNFINISHED BUSINESS

A. Memorial Envelopes:

1. Peters talked to Sytsema Funeral Homes. They have blank envelopes and they could put our label on it. The community foundation has their own envelopes. Recommendation is to print a number of LDL labels. The question of where the money would go was discussed. It would either go to the foundation or directly to the library. Lannon commented that we need to track the funds that are donated. Menerick commented on her idea of advertising endowment donations more and donations in general.

B. McDonald's Sculpture:

1. There was discussion of where to put the sculpture. Possibly ask if Randy Price (donor) would donate the base for the sculpture. A reminder was given that we had discussed asking the library design firm to give input.

8. NEW BUSINESS

- A. Consideration of a motion to approve hiring four part-time janitorial staff and purchase equipment and supplies to replace the janitorial contract with Zervas that ends in June. The cost would be \$45,233.86 for four part time positions including benefits (figures provided by the City of Grand Haven).**

23-23 Motion by Belter, second by Menerick. The motion was carried 8-0.

Discussion:

Peters explains this would be a \$15,000 - \$20,000 savings per year. It would not be an issue for negotiations if, after a year, we decided to discontinue this and go with a private company. Lidacis discussed cleaning supplies. Belter suggested looking at another provider for cleaning products, supplies including Nichols Paper Company in Norton Shores.

- B. Consideration of a motion to move forward with the Brooks Media Center project using Library Design Associates as the project manager, with a cost estimate of \$60,000 - \$75,000, some of which will be covered by donations.**

23-24 Motion by Belter, second by Lannon. The motion carried: 8-0.

Discussion:

Collins asked how do we determine when Phase 1 ends? Peters replied that Phase 1 will be creating the design, going into the details; subcontractors that will need to be hired to complete the project. Smyka added that the end of Phase 1 would be signified by the design firm giving us the final estimated costs and plans for construction for us to approve.

- C. Consideration of a motion to approve Peters' application to the GH Area Community Foundation to release the Brooks donation from the LDL non-endowed account up to the amount of \$41,000 to put toward the cost of the Brooks Media Center with the stipulation that the required \$5000 will remain in the non-endowed account.**

23-25 Motion by Lannon, second by Menerick. The motion carried: 8-0.

- D. Consideration of a motion for Peters to apply for a grant for funding from the GHA Community Foundation for the remainder of the Brooks Media Center project cost.**

23-26 Motion by Lannon, second by DeWitt. The motion carried: 8-0

Roll Call Vote:

**Belter – yes
Brooks – yes
Collins - yes
Dewitt – yes
Lannon – yes
Longstreet – yes
Menerick - yes
Rusco - yes**

Peters has made the initial contact with the Foundation.

- E. Consideration of a motion to approve the annual maintenance projects for 2023 and 2024 as recommended in the WJE Assessment.**

23-27 Motion by Belter, second by Menerick. The motion carried: 8-0.

Discussion:

Dewitt raised questions regarding the roof. The info on the sheet reflects the general aging and weathering. Brooks questioned if the compressor needed replacing. Lidacis wants to discuss this with Ross to see what he can do.

- F. Consideration of a motion to approve new Assistant Director Harrison to receive the same MERS Defined Contribution benefit package as Executive Director Peters.**

23-28 Motion by Belter, second by Lannon. The motion carried: 8-0.

Roll Call Vote:

**Belter – yes
Brooks – yes
Collins - yes
Dewitt – yes
Lannon – yes
Longstreet – yes
Menerick - yes
Rusco - yes**

Discussion:

Peters filled out the paperwork and MERS wants to see the minutes/approval of this by the board.

G. Consideration of a motion to approve the form change for the materials challenge form.

23-29 Motion by Belter, second by Menerick. The motion carried: 8-0.

Discussion:

Peters had Collins review the form. Collins added a 'for office use' section/info at the end to tighten this up, reflecting the action on the submission of the form.

Menerick asked if there needed to be someone specific listed/position listed as to who is going to respond to the individual filing the form? The response would follow the 'chain of command' at the library.

H. Consideration of a motion for two staffing changes (Community Engagement and Marketing Manager and Marketing and Administrative Assistant) as recommended by the Personnel Committee.

23-30 Motion by Belter, second by Lannon. The motion carried: 8-0.

Discussion:

Rusco explained that the personnel committee approved the two positions. Peters added that if we approved the Marketing and Administrative Assistant combined position, there would be an annual cost savings of over \$4000.00. This would be effective as soon as Smyka is available.

Chelsea Payton would just have her job title changed to more accurately describe her position.

9. COMMITTEE REPORT

A. Building and Grounds Committee

1. Rusco reviewed the minutes of the March 21, 2023 meeting.

B. Executive Committee

1. Brooks reviewed minutes from the March 28, 2023 meeting.

C. Finance and personnel joint meeting

1. Lannon reviewed the minutes from the joint Finance/Personnel Committee March 10, 2023 meeting.

D. Personnel

1. Rusco reported on the April 11, 2023 meeting, covered earlier in the board meeting.
Discussed the director evaluation.

E. Policy – no report

10. DIRECTOR'S REPORT

- A. Peters reviewed the report.

11. PRESIDENT'S REPORT – No report

12. PUBLIC COMMENT

None

13. TRUSTEE COMMENT

Lannon asked if there was a way to involve the local record store in a collaboration with the creation of the Brooks Media Center using the vinyl donation? Allison Boyer said he is participating as one of

the sponsors for the summer reading program. Menerick mentioned that air handling system was causing the doors at the bottom of the stairs to stay open. Menerick asked if we could have someone at the Farmers Market to sign up new patrons, etc. Perhaps have a board member work with a library staff member. This had been considered in the past, but there was a staffing problem.

14. UNION BARGAINING COMMITTEE

The decision was made to postpone this until the May meeting. There has not been a bargaining meeting since the last board meeting.

15. NEXT REGULAR MEETINGS

Board meeting: May 9, 2023, 5:30 p.m.

Executive Committee Meeting: April 25, 2023, 5 p.m.

Union Bargaining Committee: April 12, 2023

16. ADJOURNMENT

The meeting was adjourned at 7:19 p.m.

	
Secretary	President
Mary Jane Belter	Burton Brooks

Prepared by Elizabeth Smyka, Administrative Assistant