

Loutit District Library  
Expanding Horizons. Enriching Minds. Engaging  
Community.

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

1. **The meeting was called to order at 5:00 p.m. in Program Room B by President Brooks.**

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

**Board Members absent:**

**Library Staff present:** Anne Harrison, Ellen Peters, Eliza Smyka

**City of Grand Haven Staff present:** Emily Greene

2. **APPROVAL OF AGENDA**

- 23-84 Motion by Menerick, seconded by DeWitt, to approve the agenda. The motion carried 8-0.**  
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

- 23-85 Motion by Rusco, second by Lannon, to approve the consent agenda. The motion carried 8-0.**  
Discussion: Collins had a question about the six percent contribution by employees and what the employer contribution is. Emily Greene answered the question.

- A. Approve the regular meeting minutes of October 10, 2023
- B. Approve October invoice payments in the amount of \$101,506.85

4. **PUBLIC COMMENT - none**

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of October 31, 2023
- B. Revenue and Expenditure Reports as of October 31, 2023
- C. Cash Summary Reports as of October 31, 2023
- D. Check Register as of October 31, 2023

Report by Emily Greene, City of Grand Haven, financial management provider for LDL. Greene said one bond payment interest payment was made this month. Greene explained the payments on the MERS unfunded liability in order to pay it down. We could do an additional \$33k annually. Brooks asked if that would save us money. Greene said it would pay down the unfunded liability sooner; the unfunded MERS liability does not work like a mortgage where you pay down the principal and save on interest. Peters asked Green what her recommendation is considering our budget. Greene's suggestions: 4%, \$2700 a month, \$33,000 for the year, we could start that. We could start at 4% and then, if the budget allows, bump up to 6%. Menerick asked if we need to make a motion if we had a new employee in the new fund; should we move to establish what we would be withholding? Greene answered that we do this now, and then it is established prior to new hires. With the new division – Division 70 – her recommendation is to

establish what our contribution would be, and she would get that info to MERS so they can take care of that.

**MERS motions:**

1. Division 70 (new hires)
2. Division 07 (existing participants plan)

**23-86 Motion by Menerick, second by Rusco, that the library begin putting in ten percent (10%) in the MERS Division 70 pension plan. The motion carried 8-0.**

**23-87 Motion by Menerick, second by Belter, that the LDL creates a surplus division at MERS to contribute six percent (6%) of the Division 07 wages. The motion carried 7-1 (Collins).**

**Discussion:**

The board raised the question of whether we have enough in the budget to pay an additional six percent (6%). Greene reviewed the budget and the budgeted amount. She feels we have room in the budget to make the adjustment. This amount can be adjusted as we go through the fiscal year.

There was consensus to stay at six percent (6%); Collins wanted four percent (4%).

**Reviewing the Treasurer's Report:**

Brooks had a question about the bill from Rycenga Electric for the cables pulled. Where are the three cameras? Harrison: There were three areas where there were blind spots, something that was approved prior. Greene asked if we used the maintenance funds. Harrison's understanding from research was that the cost would be covered by maintenance funds. Greene will take care of transferring funds from maintenance to general to cover the expenditures.

DeWitt asked why we were way over on budgeted internet. Peters said we got it from OAISD. It is a one-time payment on an annual contract; the cost has increased. DeWitt mentioned her issue with WiFi. Question about additional hot spots as DeWitt has issues. Harrison mentioned there are a number of holds, staying steady, and, at times, an increase for hot spot requests. There was a discussion about hot spot usage by patrons. Peters said that perhaps a separate discussion about providing hot spots for board members. People can check out for three weeks and then need a wait period. LDL does pay monthly data on the hot spots, so the service is not free. Menerick asked if GHAPS gives out hot spots to students. Not that we know of.

There was a discussion of a future agenda item: the technology needs of trustees.

**6. TRUSTEE COMMENT - NONE**

**7. UNFINISHED BUSINESS**

- A. Motion to approve updated Meeting Room Policy

**23-88 Motion by Belter, second by Rusco, to approve the updated meeting room policy. The motion carried 8-0.**

Discussion: none

- B. Update on Robinson Book Drop – the memo of understanding was approved.

## 8. NEW BUSINESS

### A. Review Local History and Genealogy Study Room Policy Pages 19-20

**23-89 Motion by Belter, second by DeWitt, to approve the Local History and Genealogy Study Room policy as revised. The motion carried 8-0.**

#### Discussion:

Harrison reviewed the policy. The policy was also reviewed by Jeanette Weiden. Collins asked why the change (elimination of) in bags, purses, and briefcases was not permitted. Harrison said there are better locations for cameras and will remove the storage lockers for increased space.

### B. Request meeting of Building and Grounds/Finance Committee

Peters suggests the Building and Grounds and Finance Committees should have a joint meeting to discuss changes, shifting staff around. John Grootenhuis has left the finance committee. Peters will email out dates to everyone.

### C. Discuss Board/Staff Communication

Peters discussed a staff member who got an email from a board member regarding programs. The board should not go directly to the staff to avoid pressure on staff feeling that they need to comply with board requests. Peters also stated that she has discussed with staff if there are any issues to go to her first rather than a board member. Smyka requested that the board let her know errors, etc, in writing to save time and speed up the process of discussions at board meetings. Harrison added that an example would be the delayed approval of policies leaves everything in library operations on hold.

### D. Approve DC MERS

**23-90 Motion by Belter, seconded by Lannon, to approve the defined contribution addendum to MERS designating three percent (3%) as the default contribution. The motion carried 8-0.**

## 9. COMMITTEE REPORTS

### A. Millage Exploratory Committee

Review Memo drafted from the November 2, 2023 Meeting  
Menerick left at 6:20 p.m.

#### Discussion:

Collins discussed the recommendation from the committee to submit two millage requests to district voters in 2024.

Approximate income gained if approved by voters:

\$140,000 with the Headley rollback

\$300,000 additional with the supplemental millage.

Lannon mentioned the committee will need to be very specific about what will be done with the funds. The question was raised: Do we have ideas for donors to assist with the campaign? Brooks suggested we line up fresh committee members and get started by January. There was further discussion about what should be focused on for the campaign.

**23-91 Motion by Collins, second by Rusco, that the LDL Board of Trustees authorize the library director to take all actions necessary to place two LDL millage requests as follows on the Tuesday, August 6, 2024 ballot:**

(1) A Headley override request seeking an amount not to exceed approximately 0.0477 mills against all taxable property within the Loutit District Library district in perpetuity beginning in the year 2025, for the purpose of providing funds for all district library purposes authorized by law. This would restore the library's voter-approved one mil property tax levy and generate approximately \$140,000 in the first year (2025) and

(2) A supplemental millage request to generate new property tax revenue of \$300,000 for ten years, beginning in 2025 and ending in 2034. (At this time, it is estimated that 0.1080 mills would generate \$300,000 in new tax revenue in the first year). The motion carried 8-0.

B. Building and Grounds Committee - No Report

C. Executive Committee - No Report

D. Finance - No Report

E. Personnel - No Report

F. Policy - No Report

**10. DIRECTOR'S REPORT**

Peters reviewed the items in the report. She reviewed some of the comments about the banned books display. She addressed the question about moving meetings to Program Room A to aid in the hearing because of the use of the sound system. Harrison and Smyka are checking into getting the sound system working in Program Room B.

**11. PRESIDENT'S REPORT**

No report

**12. PUBLIC COMMENT - none**

**13. TRUSTEE COMMENT**

Rusco mentioned that Kevin Hawley, Library Assistant II, did a great job organizing the Manhattan Film Festival. She said it was awesome!

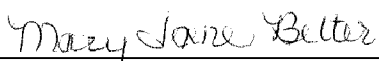
Belter mentioned that the board should start planning for the December lunch for staff. Peters let the board know the date would be December 13. Belter will coordinate board lunch items and work with Peters on setup, etc.


**14. NEXT REGULAR MEETINGS**

Board Meeting: December 12, 2023 at 5:00 p.m.

**15. ADJOURNMENT:**

Meeting adjourned at 6:46 p.m.

  
Secretary  
Mary Jane Belter

  
President  
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant