

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
October 2, 2018**

The meeting was called to order by President De Young at 4:31 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse,  
Dave De Young, Caryn Lannon, Cathy Rusco

Board members absent: Lisa Menerick, Kathy Osmun

Also present:

Library Staff: John Martin, Kerry FitzGerald

Approval of Agenda

**18-058** Moved by Lannon, supported by Bulthouse, to approve the Agenda as amended.  
Motion carried 6-0.

**18-059** Moved by Brooks, supported by Lannon, to approve the Consent Agenda. Motion  
carried 6-0.

Approval of the Consent Agenda

A. Approve the regular meeting minutes of September 18, 2018

B. Approve closing the library at 6:00 pm on Wednesday, November 21, 2018 for  
the Thanksgiving holiday.

C. Approve the Check Register Report for August 2018 in the amount of  
\$109,642.15

Public Comment

None.

Trustee Comment

None.

Unfinished Business

Annual Agenda Outline Review

The Annual Agenda Outline was discussed.

Conflict of Interest Disclosure Form

Based on the recommendation from the library's attorney, instead of using the form, which is only useful in entering contracts, trustees agreed to disclose any potential conflicts of interest during discussions and abstain from voting. Conflicts will be noted in the minutes.

---

New Business

**18-060 Moved by Belter, supported by Bulthouse, to accept the Fiscal Year 2017-2018 Annual Audit. Motion carried 6-0.**

Vredeveld Haefner LLC noted that the bank statements are not reviewed by someone independent of the cash receipting and disbursements processes. Martin and FitzGerald will begin to oversee this process. Also noted, the library's net position improved due to bond refunding and pension payment reductions. Trustees agreed with the auditor that there should be no variances listed, noting expenditures in excess of the appropriated amounts. Vredeveld Haefner stated in their letter to the Finance Committee that preparation of full accrual financial statements is not being done. When the Business Manager position is filled, this deficiency will be rectified.

**18-061 Moved by Brooks, supported by Bulthouse, to accept the bid of \$101,756 received from RAM Construction for the first phase of the building improvement project, eliminating items 7 and 8, rejecting alternatives 1 and 2, accepting alternative 3 as recommended by Ross Smith, and to authorize Martin to sign the contract. Furthermore, Martin will enter into the contract the week of October 2, 2018, so that Loutit District Library can secure a place on the RAM Construction schedule for work to be initiated early spring 2019. Motion carried 6-0.**

**18-062 Moved by Bulthouse, supported by Belter, to authorize Martin and Brooks to approve any construction overage costs from the bid submitted by RAM Construction and approved by the LDL Board of Trustees on October 2, 2018. Approved overage costs are not to exceed the project budgeted amount. Motion carried 6-0.**

**18-063 Moved by Belter, supported by Bulthouse, to fill the open Youth Services position within the Librarian I salary/benefit range as a full time (40 hour) position. Motion carried 6-0.**

## Discussion of Upgraded Phone System

Brian Wheeler, Director of IT for Grand Haven Area Public Schools (GHAPS), was not present to answer questions. The consensus was to move to direct inward dialing (DID) but to ensure that caller ID indicates Loutit District Library as the source and not GHAPS, and that the old LDL phone number is used to redirect callers for a period of time. Brooks stated that he'd like to see more information regarding the plan.

## Treasurer's Report

The August 31, 2018 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and the August 31, 2018 Bank Account Reports were received and discussed.

## Committee Reports

### Finance Committee – Kathy Osmun

The minutes of the September 19, 2018 meeting were reviewed and discussed.

### Building and Grounds Committee – Burton Brooks

No report.

### Planning Committee – Mary Jane Belter

The October 2, 2018 Planning Committee meeting with Patrick Moran was discussed during the review of the annual calendar.

### Policy Committee – Caryn Lannon

The committee will meet on October 3, 2018 at 4:15 pm.

### Personnel Committee – Helen Bulthouse

Martin reported that 12 applications were received for the Business Manager position and four qualified candidates were interviewed. He offered the position to CPA Sara Derdowski, who has accepted, and will be starting October 15 or 22, 2018. Gail Skruch has been contacted about assisting with training Derdowski. Temporary employee Lori Darcey's last day is October 12, 2018.

## Director's Report – John Martin

A written report was received and reviewed.

## President's Report – Dave De Young

No report.

18-064

Moved by Belter, supported by Bulthouse, to go into closed session pursuant to Section 8 (h) of the Michigan Open Meetings Act, at the request of the library director, to consider a periodic personnel evaluation of the library director. {Roll call vote}

Belter – yes  
Brooks – yes  
Bulthouse – yes  
DeYoung – yes  
Lannon – yes  
Menerick – absent  
Osmun – absent  
Rusco – yes

Motion carried 6-0.

The board entered closed session at 5:44 pm.

18-065

Moved by Brooks, supported by Rusco, to come out of closed session. Motion carried 6-0.

The board returned to open session at 5:52 pm.

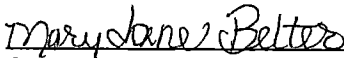
Public Comment.  
None.

Trustee Comment.  
None.

Next Regular Meetings

- A. Tuesday, November 6, 2018, 4:30 pm, LDL Program Room B
- B. Tuesday, December 4, 2018, 4:30 pm, LDL Program Room B

The meeting was adjourned 5:53 pm.

  
Secretary

Mary Jane Belter

  
President

Dave De Young

Prepared by Kerry FitzGerald