

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

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
August 13, 2024**

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

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

**Board members absent:** None

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

**City of Grand Haven Staff present:** None

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

- 24-31  
8-0.** **Motion by Menerick, second by DeWitt, to approve the amended agenda. The motion carried 8-0.**

Discussion:

Harrison: Add under new business – approval for new electrical transfer panels for the generator

3. **APPROVAL OF CONSENT AGENDA**

- 24-32** **Motion by Belter, second by DeWitt, to approve the consent agenda. The motion carried 8-0.**

- A. Approve the regular meeting minutes of July 9, 2024
- B. Approve May invoice payments in the amount of \$ 134,429.73

4. **PUBLIC COMMENT** – None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of July 31, 2024
- B. Revenue and Expenditure Reports as of July 31, 2024
- C. Cash Summary Reports as of July 31, 2024
- D. Check Register as of July 31, 2024

## E. DDA Update

**Report by Emily Greene, City of Grand Haven, financial management provider for LDL:** Written reports were submitted by Emily Greene. Greene was not present at the meeting. Board members discussed the DDA and the pass-through payment that the LDL makes, in effect until 2034.

- Questions/concerns raised by Belter included:
- What does the LDL receive in services from the DDA?
- The LDL is not effected by the Grand Haven Charter Township DDA even though the LDL collected taxes from properties within the GHCT DDA (as happens with the GH DDA).
- Peters added: DDA capture is required by law for projects started prior to 2017. As this was begun in 2015, our legal counsel affirmed that the capture is proper. Should the DDA amend the project, the library may opt out within 30 days of the public notice. The DDA may also choose to release the library from their obligation.

## 6. TRUSTEE COMMENT

- Brooks: Noticed that the new areas and the new information desk are in the dark. He thought that there should be more lighting, somewhat in the shadow.
- Staff are looking at correcting the situation.
- Rusco: excited that we have so much good news. Congrats for all the work on the millage.

## 7. UNFINISHED BUSINESS

### A. Update on millage: Election results and moving forward!

- Peters thanked everyone for their efforts: committee, staff, board
- Belter: do we have a specific list of what will be done?
- Discussion of what we will do with the increased millage money
- It was discussed that we have a list of what we want to do, check off the list and publicize via social media, newsletter what we are doing with the increased millage income.
- Be as transparent as possible and keep our taxpayers informed as to progress made with the additional tax revenues.

### B. Makerspace Construction Quotes

- Peters discussed the quotes, sent the information to Peter Waanders. Asked how much the family was willing to commit to the project. Did they have any preferences in what the family would like to see in space?
- Naming was previously discussed. Originally the thought was \$100,000 from the family. Then Ross got the engineering done and the amount almost doubled.
- Project status: get an answer from the Waanders family about the size of the gift and

then go from there.

## 8. **NEW BUSINESS**

### **A. Board President assigns committee members/chairs for FY2024-2025**

- Bob Monetza, Karen Sherwood and Rosemary Zink will continue in their roles
- Discussion of committee assignments, updating the committee list and the committee list on the yearlong planner.

**24-33 Motion by Belter, second by Menerick, to approve required Otis Elevator Upgrades (Harrison) and move up to \$30,000 from Capital Improvements to cover option two the hydro enhance upgrade and optiguard. The motion carried 8-0.**

#### **Discussion:**

- Harrison discussed the need for the upgrades

**24-34 Motion by Belter, second by Rusco, to approve the new electrical panels for the transfer switch for the generator when the power goes out to ensure power to cover the entire building. Approval is given for the after-hours quote of \$12, 297.64. with authorization to transfer up to \$14,000 from the Capital Improvement fund to cover costs. The motion carried 8-0.**

#### **Discussion:**

- Harrison discussed the need

## 9. **COMMITTEE REPORTS**

**A. Building and Grounds Committee** - No business

**B. Finance** - set meeting for joint Finance/Personnel committee meeting. Meet with Emily regarding staffing, set a date now. Joint meeting on August 20, 3:00 p.m.

**C. Personnel** - No business

**D. Policy** - Meeting is scheduled for Tuesday, August 20, at 1:00 p.m.

## 10. **DIRECTOR'S REPORT**

- Peters briefly reviewed her report

11. **PRESIDENT'S REPORT** - Congrats to all who worked on the millage!

12. **PUBLIC COMMENT** - None

## 13. **TRUSTEE COMMENT**

- Menerick asked about closing the library during Coast Guard.

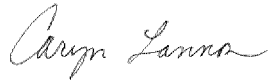
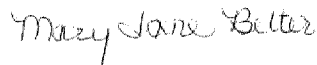
- Staff: worked well, everything was packed. Parking was an issue for staff on Thursday and prior Sunday.
- Possibly be open the Sunday after CG next year.
- Collins: auditor make the presentation to the board, at the board meeting
- Menerick: commented that when she goes to the LDL and SLDL to print she has issues
- Urged staff to start looking at solar options.
- Staff has been discussing this.

14. **NEXT REGULAR MEETINGS**

Board Meeting: September 10, 2024, at 5:00 p.m.

15. **ADJOURNMENT**

The meeting adjourned at 6:45 p.m.



Secretary  
Mary Jane Belter

President  
Caryn Lannon

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant