CITY OF FERRYSBURG
INVITATION TO BID
WILLIAM FERRY PARK SEAWALL AND
UNIVERSALLY ACCESSIBLE KAYAK LAUNCH PROJECT

Sealed bids for the Wm. Ferry Park Seawall Project in accordance with the attached specifications, terms, and conditions will be received by the City of Ferrysburg, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409-0038, until 10:00 a.m. local time on Tuesday, April 19, 2022, at which time all bids will opened and read. Bids must be submitted in sealed envelopes to the attention of Jessie Wagenmaker, City Clerk, marked as “Wm. Ferry Park Seawall Project.” The City of Ferrysburg reserves the right to reject any or all bids and to waive any irregularities in the bidding process.
REQUEST FOR PROPOSALS
WM. FERRY PARK SEAWALL AND
UNIVERSALLY ACCESSIBLE KAYAK LAUNCH PROJECT
CITY OF FERRYSBURG

I. INTRODUCTION

The City of Ferrysburg, Ottawa County, is seeking a qualified contractor to Construct 288 linear feet of steel sheetpile seawall a maximum of one foot seaward of the existing seawall. Place approximately 71 cubic yards of clean fill material obtained from an upland source in a 288 lineal feet x 1 foot area landward of the new seawall. Place approximately 28 cubic yards of riprap in a 288 lineal feet x 4-foot area along the toe of the new seawall. Remove concrete and replace with new. Remove old seawall. Install 240 feet of contractor handrail deck railing, black 6 x 42”, handrail with concrete base, stainless steel anchors for handrail, handrail type, dipped aluminum.

The City has received a Department of the Army Permit, an EGLE Permit, and a SESC permit. Included with this RFP is a copy of the ACOE Permit.

Known utilities in the area include a 24-inch watermain, a 12-inch sanitary force-main, a gas main and communication lines.

The City is requesting two (2) bids, the first bid is from the north property line 50 lineal feet south, the second bid is for the entire length of 288 lineal feet.

Included in the project is the installation of a Universally Accessible Kayak Launch.

II. GENERAL REQUIREMENTS

Submittals
Proposals shall state the number of days required to complete the project and include a start date.

The City of Ferrysburg reserves the right to reject any or all bids and to waive defects and irregularities in the bidding process.

Questions regarding this RFP should be directed to Matt Schindlbeck, at 616-638-6630.

The contractor selected will be required to provide a Certificate of Insurance showing limits of general liability insurance coverage of at least $1,000,000 along with proof of workers compensation coverage.

III. PROJECT REQUIREMENTS

A. SCOPE

The work consists of furnishing all labor, equipment, and materials. Restoration is to be included.
B. PROJECT LIMITS

The project limits are from the north property line to the south property line.

C. MATERIALS

Steel sheet pile type Rz 70 or RZ 80, 24’ sheets.

VI. SUBMITTAL REQUIREMENTS

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of $1,000,000, types of liability coverage and workers compensation participation. The City of Ferrysburg shall be listed as additional insured.

REFERENCES

References of three (3) projects completed of a similar nature must be provided to the City. References should include a contact name and telephone number.
The bidder is required to complete the blanks in the bid form below and submit the completed copy to the City at the time and place indicated.

The undersign bidder acknowledges that they have examined the project location, conditions of this RFP and has determined that they can supply the materials and services required.

**Bid for north 50 lineal feet:**

_________________________________________ $ __________________________
(Use words) (Use figures)

Estimated Number of Days to Complete Projects: ________ Days

**Bid for entire length 288 lineal feet from the north property line to the south property line.**

_________________________________________ $ __________________________
(Use words) (Use figures)

Estimated Number of Days to Complete Projects: ________ Days

**Bidder Signature:**

_________________________________________ __________________________
Signature Date

**Printed Name**

____________________________

**Bidder’s Company Name**

____________________________ Phone Number

____________________________ Fax Number

**Bidder’s Legal Business Address**
HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM (HTMMTS)
Spring Lake Township
102 West Savidge Street
Spring Lake, MI 49456
BOARD MEETING AGENDA
March 23, 2022 AT 4:30 PM

1. Meeting Called to Order

2. Roll Call

3. Approval January 26, 2022 HTMMTS Board Meeting Minutes

4. Additions/Corrections to the Agenda

5. Approval of Regular Agenda

6. General Business/Call to Audience

7. New Business:

8. Approval of LAC Advisory Members.
   a. Angie Davis will represent persons with a disability for the City of Grand Haven, MI, one-year Term.
   b. Lisa Greenwood will represent persons with a disability for the City of Grand Haven, MI, one-year term.
   c. Heather Phillips will represent persons with a disability for Grand Haven Township, one-year term.
   d. HTMMTS still has one open that needs to represent the Village of Spring Lake.

9. Discussion/Action on HTMMTS Advertising Fee.


11. Trolley Project # 2 -2022 Pilot Spring Lake Trolley Loop.

12. HTMMTS Building update.
13. Marketing Report Annelise Walker


15. Transportation Directors Report – Scott Borg

16. Board Members Comments:
   Craig Bessinger
   Bill Cargo
   Patrick McGinnis
   Kevin Mclaughlin
   Joel TePasse
   Christine Burns
   Gordon Gallagher
   Cathy Pavick
   Don Reiss
   Jerry Sias
   At Large - Open

Next regularly scheduled Board Meeting will be held on May 25, 2022 at 4:30 PM at City of Ferrysburg Administrative Office, 17290 Roosevelt Road.
Meeting Called to Order by President Craig Bessinger at 4:30 p.m.

Roll Call
Present: Craig Bessinger, Pat McGinnis, Cathy Pavick, Kevin McLaughlin, Bill Cargo, Don Reiss, Jerry Sias
Absent: Joel TePastte, Gordon Gallagher, Chris Burns
Also Present: Scott Borg, Harbor Transit Director, Dana Appel, Finance and Compliance Director, Jason Mitchell, Vredeveld Haefner

Approval of the December 1, 2021, 2021 HTMMTS Board Meeting Minutes
Motion by Bill Cargo, second by Jerry Sias, to accept the minutes from the Meeting held December 1, 2021, thereby independently approving all actions taken at that meeting by the full Board (no quorum on December 1). Motion carries.

Additions/Corrections to the Agenda
No changes or additions

Motion by Don Reiss, second by Cathy Pavick, to approve the agenda as amended. Motion carries.

Public Hearing
Chair Bessinger opened a public hearing at 4:35 p.m. on the Harbor Transit Fiscal Year 2022-2023 Budget

Dana Appel presented the 2022-23 budget and answered Board Member questions.

Close Public Hearing at 4:41 p.m.

New Business
Discussion/Action of Financial Audit 2021
Jason Mitchell from Vredeveld Haefner presented the Audit to the Board. Added to fund balance nearly $1 million, but this is largely a result of money received in ARPA and CARES Act funding (non-recurring). Mr. Mitchell reported that there were no audit findings or issues and he would qualify this as a clean audit.

*Motion by Bill Cargo to accept the Audit for 2021-22, second by Kevin McLaughlin. Motion carries.*

**Discussion/Action of Final FY Budget 2022-2023**
Dana again presented the proposed 2022-2023 budget and answered Board Member questions. Cash balances are up to approximately $2.4 million as of the end of the fiscal year ending September 30, 2021. Aiming for $3.5 million to secure on-hand resources for an eventual building project. At the end of the new FY (September 30, 2023), we should be at $3 million, and Dana would like to restrict at least $1.5 million of these surplus funds to be dedicated to the new building project.

*Moved by Bill Cargo to approve the 2022-2023 budget as presented, second by Jerry. Motion carries.*

**Discussion/Action of 2022/2023 Fee Schedule**
$1.50 in advance/$2.50 same day
$.75 in advance/$1.25 same day for various discounted rate.

*Moved by Bill Cargo to approve passenger and advertising rates as presented, second by Cathy Pavick. Motion carries.*

**Discussion/Action of 2022/2023 Uniform Millage Rate Determination**

*Motion by Bill Cargo to set transit millage rate at .6 mills for 2022-2023, second by Pat McGinnis. Motion carries.*

**Discussion/Action of 2022/2023 FY Resolution of Intent**
This is a resolution to establish that the System intends to apply for and secure funding from various governmental sources to provide local transit services.

*Motion by Bill Cargo to approve the Resolution of Intent as presented, second by Kevin McLaughlin. Motion carries.*

**Discussion/Action of 2022-2023 Contract Clauses Certification**
This resolution establishes compliance with Federal contract guidance – it is required by MDOT that all sub-grantees maintain compliance.

*Motion by Bill Cargo to approve the Contract Clauses Certification as presented, second by Kevin McLaughlin. Motion carries.*

**Discussion/Action of Calendar Year 2022 Resolution to Adopt the Annual Exemption Option**
Public Act 152 requires that the Board pass an annual resolution to authorize the health care premium share that is over the hard cap and below the required 20% employee contribution.

Motion by Bill Cargo, second by Kevin McLaughlin, to adopt the annual PA 152 exemption resolution as presented. Motion carries.

Discussion/Action of Accounts Payable and the Financial Statements

Motion by Bill Cargo, second by Jerry Sias, to accept the Accounts Payable and Financial Statements. Motion carries.

Discussion/Action of Grants Management Policy

Motion by Pat McGinnis to approve Grants Management Policy, second by Bill Cargo. Motion carries.

Discussion/Action of ADA & Reasonable Modification Policy

Motion by Pat McGinnis to approve ADA & Reasonable Modification Policy, second by Bill Cargo. Motion carries.

Discussion/Action of Title VI Policy

Motion by Pat McGinnis to approve Title VI Policy, second by Bill Cargo. Motion carries.

Discussion/Action of EEO Policy

Motion by Pat McGinnis to approve EEO Policy, second by Bill Cargo. Motion carries.

Discussion/Action A/E Services
Scott Borg explained that we sought bids and received three proposals, interviews were held with two of the firms, and administration is recommending Progressive AE for the architect of record for the coming building project.

Pat McGinnis stated that he believed it was a betrayal of the public trust to hire the same firm to build the building that was used to offer the advice that a building was needed, and he would not be supporting this action.

Motion by Bill Cargo to execute a contract with Progressive AE, second by Cathy Pavick.

Yes: Craig Bessinger, Cathy Pavick, Kevin McLaughlin, Bill Cargo, Don Reiss, Jerry Sias
No – Pat McGinnis

Motion carries.
Discussion/Action Fare Policy
This is required by the Federal Government and was discovered during preparation for the triennial review by the Federal Transportation Administration.

*Motion by Bill Cargo to approve the Fare Policy as presented, second by Cathy Pavick. Motion carries.*

Discussion/Action Procurement Policy
This is required by the Federal Government and was discovered during preparation for the triennial review by the Federal Transportation Administration.

*Motion by Bill Cargo to approve the Procurement Policy as presented, second by Cathy Pavick. Motion carries.*

Discussion/Action Appointing Kevin McLaughlin to the MPO Policy Board/WMSRDC representing Harbor Transit

*Motion by Pat McGinnis to appoint Kevin McLaughlin to the MPO Policy Board to represent Harbor Transit, second by Bill Cargo. Motion carries.*

Personnel Manual Update Drug-Free Workplace
This action would reflect FTA requirements.

*Motion by Cathy Pavick, second by Don Reiss, to approve the update to the Drug-Free Workplace policy. Motion carries.*

Old Business

Discussion/Action to approve 2022 – 2025 Harbor Transit Strategic Plan

*Motion by Jerry Sias to approve the 2022 – 2025 Harbor Transit Strategic Plan, second by Don Reiss. Motion carries.*

Marketing Update Annelise Walker – Annelise not present so a brief verbal report was offered by Scott Borg.

Transportation Director's Report – Scott Borg
- We’ve had a few “limited service” days during recent inclement weather.
- West Michigan Regional study will recommend the Muskegon system break from the County and re-establish service for those entities that desire the service. Merger does not appear to be a workable solution. We will continue to study opportunities.
- The land acquisition effort continues to be a struggle.
- 23 items on the triennial audit; it was delayed one year so it is technically a four-year audit.
- Two at large positions available, one for the Board and one for the Advisory Committee. Please pass interest along to Scott if you have someone in mind.

Board Members Comments:

Board members made complementary remarks about staff and system performance

*Next regularly scheduled Board Meeting will be held on March 23, 2022 at 4:30 PM at Spring Lake Township Office, 102 West Savidge Street, Spring Lake, MI 49456*
TO: Harbor Transit Board of Directors
FR: Scott Borg Transportation Director
RE: Transportation Directors Report
DT: March 18, 2022

Federal Transportation Triennial Audit:
Harbor Transit continues to be in the middle of the FTA Triennial Audit. Harbor Transit met the deadline to submit the 23 sections that the FTA requested that we submit. Our Auditor has notified Dana Appel and myself that our Entrance Conference for the Audit will commence on June 30, 2022 and our Exit Conference will take place on July 14, 2022.

Dispatch Team Building:
The Harbor Transit Dispatch Team is attending 6 sessions of Training called 5 Behaviors of Personnel Responsibility provided by Edgeline Resources. This training is providing continuity for the Dispatch Team to work together in tight quarters as they do.

Employee Staffing:
Harbor Transit is still in the process of finding a Human Resources Director. Interviews are scheduled to take place next week and we are hopeful that we will find the perfect candidate for this role.
Driver Staffing continues to be down in the part-time ranks. However, with our current ridership statistics we are operating just short of where our staffing should be. We are currently looking for seasonal trolley operators as well as part-time bus operators. Our plan is to continue to pursue candidates so that we are prepared to operate this summer with vacations and tourists who visit the Tri-Cities area.

High Performance Leadership Academy:
I am ½ way through the class and have completed 154/154 of the assignments. We will be completing the following courses with an end date on April 15, 2022.
The remaining are:
Course 3: Communication and Collaboration.
Course 4: Leading High performance Teams.
The meeting was called to order by President De Young at 5:30 p.m. in Program Room A.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt (via phone from Robinson Township, Ottawa County, Michigan), Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun and Cathy Rusco

Library staff present: John Martin, Sara Derdowski and Marianne Case

De Young pointed out that DeWitt is attending by phone but cannot vote due to Michigan Open Meetings Act.

Martin introduced Marianne Case, recently hired a full-time accountant. Case will be working closely with Derdowski and will be attending future board meeting, taking and preparing meeting minutes.

APPROVAL OF AGENDA

22-01 Motion by Rusco, second by Menerick, to approve the meeting Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

A. Approve the regular meeting minutes of December 7, 2021
B. Approve the November 2021 Check Register in the amount of $237,341.39

22-02 Motion by Osmun, second by Rusco, to approve the Consent Agenda. Motion carried 7-0.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Belter asked for an update on staff illnesses and impact on services or open hours. At this time, there have been minimal staff shortages due to illness. New employees are being on-boarded or will be soon. Staff are continually monitoring the situation.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Consideration of a motion to approve library goals for fiscal year 2022-2023

A second draft of proposed library goals was presented. Brooks suggested amending Outreach to begin with "Expand" rather than "Take" and to add "to" between "building" and 'where.'
Additional suggestions were to explore making the goals more visually pleasing, such as turning them into an inverted pyramid or other design. Martin to work with Chelsea McCoy on this.

Motion by Brooks, second by Belter, to approve revisions to library goals for FY 2022-2023. Motion carried 6-1 (Menerick).

B. Consideration of a motion to amend the Personnel Policies to eliminate waiting period to utilize sick time paid time off

Derdowski reviewed reasons behind eliminating the six month waiting period to use sick time. All employees eligible for paid sick time earn about 1 day per month. Employees are strongly encouraged to not report to work if feeling ill. And with suspected Covid infection, employees cannot report to work.

Motion by Belter, second by Brooks, to approve revision to the Personnel Policies to eliminate waiting period to utilize sick time paid time off. Motion carried 7-0.

TREASURER’S REPORT
The November 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

Derdowski reported that the first round of FY 2021-2022 budget amendments will be presented at the February 1 board meeting.

COMMITTEE REPORTS
Building and Grounds Committee – Burton Brooks
Meeting was scheduled for January 25, 2022 at 3:30pm prior to the Executive Committee meeting.

Executive Committee – Dave De Young
Brooks and DeYoung reviewed the draft minutes from the January 4, 2022 committee meeting. DeYoung provided an overview from the January 10 meeting with Chris Riker at the Grand Haven Area Community Foundation.

Finance Committee – Burton Brooks
No report

Long-term Financial Planning Committee (ad hoc) – Dave Young
Discussion of meeting in February or March.

Personnel Committee – Cathy Rusco
No report

Policy Committee – Caryn Lannon
No report
DIRECTOR’S REPORT – JOHN MARTIN
The written report was received and reviewed.

Discussion of:
1) Merit raises. Process did not work for 2021. A 2.5%, one-time payment which will not be added to base salaries for those employed July 1, 2021, will be implemented. Funding is included in budget so no financial impact. Process will be improved for 2022.
2) Further discussion of GHACF meeting to allow library to set up non-endowed fund(s) at the GHACF. This will allow the library to receive gifts, deposit them at the GHACF, and utilize the funds as needed, while maintaining a $5,000 minimum balance.
3) Reviewed liability insurance coverage for library, staff and board members. Suggestion to increase staff crime coverage from $100,000 to $200,000 for an additional $249 per year. Also suggested to explore bidding out insurance coverage for FY 2022-2023.

PRESIDENT’S REPORT – DAVE DE YOUNG
None

PUBLIC COMMENT
None

TRUSTEE COMMENT
Menerick suggested providing library cards to people attending Mulligan’s Hollow during the winter months. The Ski Bowl lodge is closed due to Covid and there would be no feasible way to do this outdoors in the winter.

NEXT REGULAR MEETINGS
A. Tuesday, February 1, 2022 – 5:30 pm, LDL Program Room B
B. Tuesday, March 1, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 6:48 p.m.

Mary Jane Belter
Secretary

Dave De Young
President

Prepared by John Martin
The meeting was called to order by President De Young at 5:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick (arrived at 6:25), Kathy Osmun, and Cathy Rusco

Library staff present: John Martin, Sara Derdowski, Amy Bailey, Chelsea McCoy and Kim Rice

APPROVAL OF AGENDA
21-49 Motion by DeWitt, second by Brooks, to approve the Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA
A. Approve the regular meeting minutes of October 5, 2021
B. Approve Non-Resident Library Card fee for calendar year 2022 at $75 per family
C. Approve library closed dates for calendar year 2022
D. Approve the September 2021 Check Register in the amount of $160,368.15

21-50 Motion by Lannon, second by Osmun, to approve the Consent Agenda. Motion carried 7-0.

PUBLIC COMMENT
None.

TRUSTEE COMMENT
None.

UNFINISHED BUSINESS
None.

NEW BUSINESS

Annual Audit for FY 2020-2021

21-51 Motion by Brooks, second by Osmun, to accept the FY 2020-2021 annual audit as presented. Motion carried 7-0.

Discussion:
Derdowski introduced the Annual Audit as prepared by the library’s auditing firm, Vredeveld Haefner LLC. This was a clean audit with no comments from the auditors. Required filings with the State of Michigan have taken place. Derdowski reported that pension liabilities will need to be addressed in the coming year.

Library Assistant Director, Library Services update – Martin discussed the process of internal posting for this position which was recently made vacant by Michelle Moore’s resignation. Amy Bailey has been promoted to the position. Bailey introduced herself and presented her library background.
Bailey’s former position of Head of Reference & Information will now need to be filled.

Library Director Succession Planning – Martin reviewed the succession plan including administrative changes and implementation timeline. Martin is set to retire June 30, 2022. Belter questioned administrative duties and tasks after Martin leaves. Derdowski and Bailey will work together on these and keep the board updated on associated tasks.

Employment Agreement for Library Director position between the LDL Board of Trustees and Sara Derdowski.

21-52 Motion by Belter, second by Rusco, to approve an amended Employment Agreement for Library Director between the LDL Board of Trustees and Sara Derdowski. Motion carried 7-0.

Discussion:
An employment agreement crafted by library attorney Karl Butterer between the LDL Board of Trustees and Sara Derdowski was presented. Derdowski will begin her Master’s degree studies from the University of Illinois in January 2022. This agreement will be used to guide Derdowski’s transition to library director over the next couple of years.

Changes to the drafted agreement that will be implemented were:
- Delete supplies as reimbursable items.
- Reimbursable expenses are tuition, books and educational related fees.
- After July 1, 2022, the Board President or Treasurer will approve Derdowski’s educational related expenses.
- Changes “Chairman of the Board” to “President.”

Ten-Year Financial Plan – Derdowski reviewed an updated version of the 10-year financial plan as presented to the Finance Committee at their October 19 meeting. The update includes currently anticipated revenues.

Menerick arrived at 6:25.

Adding Six Part-time Positions

21-53 Motion by Belter, second by Menerick to approve one full-time and five part-time positions as recommended by the Personnel and Finance committees. Motion carried 8-0.
The positions are:
1) Library Assistant II, Reference & Information (28 hours per week)
2) Library Assistant II, Youth Services (28 hours per week)
3) Library Assistant I (two positions), Circulation (28 hours per week each position)
4) Marketing Assistant (28 hours per week)
5) Accounting Assistant (40 hours per week).

Discussion:
Filling these positions is a step toward a return to pre-Covid staffing levels. This will allow the library to expand service hours in January 2022 to 52-hours per week.
New Job Descriptions – Marketing Assistant and Accounting Assistant

21-54 Motion by Brooks, second by Lannon, to approve new job descriptions for Marketing Assistant and Accounting Assistant as recommended by the Personnel and Finance committees. Motion carried 7-1 (Menerick).

Discussion:
Martin reported that the Marketing Assistant will assist Chelsea McCoy with internal and external marketing, graphic design, and other promotional related items. This will relieve Kate Tobin from splitting her Reference & Information services time on these projects.

The Accounting Assistant will provide relief to Sara Derdowski as she begins her library education and transitions into the library director position.

Staff Holiday Luncheon – Discussion of library board sponsored luncheon for staff in December. Similar format to last year (box lunches) beginning at noon on Wednesday, December 22.

TREASURER’S REPORT
The September 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

The Friends of the Library have agreed to subsidize the library’s mobile hotspots with a donation of $1,000. The library recently received an unsolicited gift of $4,000 to fund local history type programs. An email was received from the Library of Michigan announcing the library’s request for funds to purchase a vehicle for outreach activities was denied.

COMMITTEE REPORTS
Building and Grounds Committee – Burton Brooks
No report.

Executive Committee – Dave DeYoung
DeYoung reviewed the draft minutes from the October 26, 2021 committee meeting.

Finance Committee – Burton Brooks
Brooks reviewed the draft minutes from the October 26, 2021 committee meeting.

Personnel Committee
Rusco reviewed the draft minutes from the October 12, 2021 committee meeting. The benefits study commissioned from Mortimore Consulting has been delayed until Spring 2022.

Policy Committee – Caryn Lannon
Next meeting to be held Tuesday, November 23 at 1:00pm.

Library Director Search Committee (ad hoc)
Rusco reviewed the draft minutes from the October 19, 2021 committee meeting.

Long-term Financial Planning Committee (ad hoc)
No report. Next meeting is scheduled from Tuesday, November 9 at 2:00pm.

DIRECTOR’S REPORT – JOHN MARTIN
The written report was received and discussed. Martin reported that the FY 2020-2021 Annual Report is in process. Discussion of:
1) FY 2020-2021 annual statistics were distributed and reviewed.
2) Library card expiration. Martin presented an overview of the Lakeland Library Cooperative process. McCoy explained that new software from Savannah will allow the library to contact patrons prior to library card expiration.
3) Library service hours expansion. In January, library service hours will expand on both Wednesday and Thursday evening until 8:00pm. Menerick suggested expansion of Saturday hours would be useful. Martin explained that when service hours are expanded further, Saturday will be the next.
4) Brooks asked for clarification on how door counting sensors work.
5) Snack machines are back in operation. Staff to obtain information from the vendor on usage.

PRESIDENT’S REPORT – DAVE DE YOUNG
De Young urged staff to begin fund development initiatives, seek alternative sources of funding rather than relying entirely on tax income.

PUBLICATION COMMENT.
None.

TRUSTEE COMMENT.
Belter inquired about the book drop box for Robinson Township which was recently awarded the Township by the Grand Haven Area Community Foundation. Martin to contact Robinson Township officials.

Menerick requested staff update board members on library service warranties.

Menerick suggested staff explore an electric vehicle charging station. Referred to Building and Grounds committee.

NEXT REGULAR MEETINGS
A. Tuesday, December 7, 2021 – 5:30 pm, LDL Program Room B
B. Tuesday, January 4, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 7:50 pm.

Mary Jane Belter
Secretary

Dave De Young
President

Prepared by John Martin
The meeting was called to order by President De Young at 5:33 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young (via phone from Pottsboro, Grayson County, Texas), Caryn Lannon, Lisa Menerick (arrived at 5:49), Kathy Osmun (via phone from Robinson Township, Ottawa County, Michigan), and Cathy Rusco

Library staff present: John Martin, Sara Derdowski, Amy Bailey (via phone from Grand Rapids, Kent County, Michigan)

APPROVAL OF AGENDA

21-55 Motion by Brooks, second by Lannon, to approve the amended Agenda. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

A. Approve the regular meeting minutes of November 2, 2021
B. Approve the October 2021 Check Register in the amount of $161,313.87

21-56 Motion by Lannon, second by Rusco, to approve the Consent Agenda. Motion carried 7-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

Belter reminded board members of the staff holiday luncheon on December 22. If attending, need box lunch selection by December 13.

Belter requested information on services provided to the library by Grand Haven Area Public Schools and whether the ongoing investigation at GHAPS will impact service. Martin reported on a December 2 meeting with Cecil Hammond from GHAPS, Kerry FitzGerald and Amy Bailey. This was a scheduled quarterly meeting. LDL should see no negative impact on service provided by GHAPS.

Belter requested information on trustee's liability insurance coverage in lieu of recent issues facing government officials, e.g., mask mandates, book challenges, etc. Martin reported the library provides $5 million coverage to public officials for wrongful acts and $100,000 for embezzlement or other criminal activity. This applies to both trustees and staff members acting on behalf of the library. Martin will request a quote for the cost of increasing the $100,000 limit.

Belter asked about internal procedures in addressing patrons, young or old, who refuse to follow library rules of conduct. Martin updated the board on internal procedures.
UNFINISHED BUSINESS

Sara Derdowski Employment Agreement

The contract for library director services between Sara Derdowski and the Board of Trustees approved at the November 2, 2021 meeting was approved with the following changes:

- Section 1 – Title change to Library Director Select
- Section 3 – Change reduced working hours schedule end date to December 31, 2024
- Section 4 – Insert current salary and add, “If the Director retires, the Employee’s annualized gross salary rate will be adjusted to be within the wage range for the Library Director position.”
- Section 8. F. – Strike (i)

In addition, Martin will ask attorney Karl Butterer, who drew up the original agreement, about the phrase, “If the Director retires” rather than “When…”

Martin stated that until Derdowski receives the MLIS degree or a waiver is granted from the Library of Michigan, Amy Bailey will be officially the “Interim Director.”

21-57 Motion by Belter, second by Rusco, to approve an amended Employment Agreement for Library Director between the LDL Board of Trustees and Sara Derdowski. Motion carried 8-0.

NEW BUSINESS

Collection Development Policy Revisions

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

21-58 Motion by Brooks, second by Menerick, to approve revisions to the Collection Development Policy as presented. Motion carried 8-0.

Entry of Building During Non-Open Hours Policy Revisions

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

21-59 Motion by Brooks, second by Menerick, to approve revisions to the Entry of Building During Non-Open Hours Policy as presented. Motion carried 8-0.

Media Relations Policy Revisions

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting.

21-60 Motion by Menerick, second by Rusco, to approve revisions to the Media Relation Policy as presented. Motion carried 8-0.
Computer Classroom Use Policy Repeal

Martin reviewed changes to the policy as discussed at the November 23, 2021 Policy Committee meeting. Since there is no longer a computer Classroom, it is recommended to repeal the policy.

21-61 Motion by Menerick, second by Rusco, to approve repealing the Computer Classroom Use Policy. Motion carried 8-0.

Annual Report for Fiscal Year 2020-2021

Martin reviewed the draft of the FY20-21 Annual Report. This report will be distributed to the library’s governmental agencies, Chamber, Grand Haven DDA, and be made available for the public. No changes were suggested. Martin to coordinate presentations to area agencies.

21-62 Motion by Lannon, second by Menerick, to approve the fiscal year 2020-2021 Annual Report and distribute it to area agencies. Motion carried 8-0.

Strategic Plan Review

Martin reviewed the current Strategic Plan and progress staff has made to accomplish the goals set in the Plan. This Plan was designed to guide library services through the 2021-22 fiscal year. Kennari Consulting assisted in development of this plan but no longer provides this service. Martin to coordinate a search for a firm to help develop a new plan to guide library service over the next few years.

Long-Term Financial Planning Committee Update
Derdowski provided an update on committee activities. The committee’s next meeting will take place in February or March. Discussion of meeting with the Community Foundation to discuss growing the library’s endowment fund, seeking 501(c)3 non-profit status for the library, and other ways to ensure the library’s financial health over the long-term.

January 2022 Library Board Meeting Date

Discussion of moving the date of the scheduled January 4, 2022 library board meeting to Tuesday, January 11 to accommodate staff vacations during the holidays. This would also entail moving the Executive Committee meeting from December 28, 2021 to January 4, 2022.

21-63 Motion by Menerick, second by Rusco, to approve moving the January 4, 2022 library board of trustees meeting to Tuesday, January 11, 2022. Motion carried 8-0.

Authorized Bank Account Check Signers

Discussion of adding Assistant Library Director Amy Bailey as an additional authorized check signer. Bailey, Derdowski and Martin will then be authorized to sign checks.

21-64 Motion by Belter, second by Dewitt, to approve an updated bank account authorized signers list, designating John Martin, Sara Derdowski and Amy Bailey as authorized signers. Motion carried 8-0.
TREASURER’S REPORT
The October 31, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and reviewed.

COMMITTEE REPORTS
Building and Grounds Committee – Burton Brooks
Meeting was scheduled for January 4, 2022 at 3:30pm prior to the Executive Committee meeting.

Executive Committee – Dave DeYoung
DeYoung reviewed the draft minutes from the November 30, 2021 committee meeting.

Finance Committee – Burton Brooks
Brooks reviewed the revised minutes from the October 26, 2021 committee meeting.

Long-term Financial Planning Committee (ad hoc)
Discussion of meeting in February or March.

Personnel Committee
No report.

Policy Committee – Caryn Lannon
No immediate need to meet but additional policies will be reviewed in 2022.

DIRECTOR’S REPORT – JOHN MARTIN
The written report was received and reviewed. Discussion of:
1) One new staff person has been hired. Interviews for others are taking place. Two positions will be re-posted
2) Menerick suggested when library open hours are expanded that Saturdays be considered for expansion past 2pm.
3) Goals for FY22-23 – Martin suggested adding something regarding long-term financial health of the library. Goals to be reviewed and possibly adopted at the January board meeting.

PRESIDENT’S REPORT – DAVE DE YOUNG
De Young requested that fund development continue in earnest in 2022.

PUBLIC COMMENT.
None.

TRUSTEE COMMENT.
Menerick suggested implementing a film series at the library. Discussion of holding this in the park during warm weather.

Brooks requested an updated staff directory be distributed to board members.
NEXT REGULAR MEETINGS
A. Tuesday, January 11, 2022 – 5:30 pm, LDL Program Room B
B. Tuesday, February 1, 2022 – 5:30 pm, LDL Program Room B

Meeting adjourned at 7:37 pm.

Mary Jane Belter
Secretary

Dave De Young
President

Prepared by John Martin

12-07-2021 LDL Board Meeting
Page 5 of 5
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Open Senator Roger Victory’s Update in your browser

Dear Friends,

To better serve the people of the 30th Senate District, I am offering this “Week in Review.” I hope you will find it informative about what is happening in Lansing.

I encourage you to contact me with any state issue. You may call 517-373-6920 or email SenRVictory@senate.michigan.gov. Also, please check out my Facebook page. Let me know if I can assist you in any way or if you have an idea to help move our state forward.

Working for you,
Roger Victory
State Senator

**Legislative Update:**

**Testimony on Grand Haven hospital bill**

Last week, the Senate Committee on Health Policy and Human Services heard testimony from Shelleye Yaklin, president and CEO of North Ottawa Community Hospital, on my bill to allow the hospital to partner with a larger, more financially stable health system.
The community hospital in Grand Haven is struggling to stay operational due to long-term liabilities and debt issues. Allowing it to partner with Trinity Health would help the hospital solve its financial issues and ensure continued care for area residents. Trinity Health is a leading health care provider in Michigan and is composed of eight hospitals, including the two Mercy Health hospitals in Grand Rapids and Muskegon.

It’s imperative for community hospitals to have more flexibility to make decisions to best provide critical care for area families – including entering into partnerships with larger health care providers.

**Senate Bill 944** would allow the North Ottawa Community Hospital to partner with a larger health system without requiring voter approval in all six municipalities within the authority since voters previously approved transferring the hospital from the authority to a nonprofit corporation in 1996.

[Click here](#) to watch Yaklin’s testimony. The meeting starts at 17:20 into the video.

**District Update:**

**Meeting with Leadership Connect members**

Last week, I met and discussed state government with members of the Leadership Connect program at the Senate’s Connie B. Binsfeld Office Building across the street from the Capitol.

It was great to have them in Lansing for their annual State Government Day and talk with them about staying informed and involved.

Leadership Connect is a comprehensive program through the Chamber of Commerce of Grand Haven, Ferrysburg and Spring Lake that focuses on both community awareness and personal leadership development.

![Image](#)

**Budget Subcommittee Update:**

**Discussions continue on MDARD budget**
The Senate Appropriations Subcommittee for the Department of Agriculture and Rural Development (MDARD) last week took testimony on deer testing, “Buy Michigan” and rural development.

We heard from Doug Roberts, president of the United Deer Farmers of Michigan, about a request for $150,000 to $200,000 in the MDARD budget to help cover the costs of testing for bovine tuberculosis (TB) and chronic wasting disease (CWD). Deer farmers have been at the forefront of finding effective ways to eliminate bovine TB and CWD in Michigan, but the testing is expensive and a significant burden on these small operators.

Bovine TB is a bacterial disease that can affect all mammals, including humans. CWD is a contagious, neurological disease found in deer, elk and moose. There is no cure, and an infected deer can live with CWD for years and spread it through contact with other animals.

Officials from MDARD gave a presentation on their proposals to fund a “Buy Michigan” program and the newly created Office of Rural Development.

Click here to watch the subcommittee hearing. The meeting starts at 2:30 into the video. The MDARD presentation starts at 12:15.

DTMB budget request includes $115M more for IT

The Senate Appropriations Subcommittee on General Government oversees a budget for the Legislature, governor’s office, attorney general, secretary of state, and numerous departments and agencies.

Last week, the subcommittee took testimony on the fiscal year 2023 budget recommendations for the Michigan Department of Civil Rights, Civil Service Commission and Department of Technology, Management and Budget.

DTMB Acting Director Michelle Lange gave a presentation about the size and scope of the department and a few of their budget requests.

The department has a huge emphasis on cybersecurity because government is increasingly being targeted by cyber criminals. DTMB’s budget request includes $115 million more for information technology (IT) investments.

Click here to watch the subcommittee hearing. The hearing starts at 2:30 into the video and the testimony from the DTMB begins at 32:10.

Ag Update:

Celebrating Michigan agriculture
The agriculture industry is a critical economic driver for our state. Michigan farms contribute billions to our economy each year through products grown, harvested, processed and prepared in Michigan. Farms also employ a significant portion of the state’s workforce.

Today is Ag Day! It’s an annual celebration to recognize the importance of Michigan agriculture to our economy and show our support for Michigan’s hardworking farmers, whose hard work feeds Michigan families and helps keep our grocery store shelves stocked.

One way you can show support for our local family farms is to purchase some “Made in Michigan” products.

Thank you for subscribing to my electronic newsletter! I am honored to represent you in the state Senate. As always, please do not hesitate to contact me if you have any questions or concerns. Please feel free to forward this on to others who may be interested in receiving the 30th District E-news. You may sign up for it also at my website.

Senator Roger Victory
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