NORTHWEST OTTAWA RECREATION AUTHORITY
1415 Beechtree Street, Grand Haven, MI 49417
Phone: 616.850.5125 www.norarec.org

NORA ADVISORY BOARD MEETING AGENDA

Date: June 23, 2022 Time: 5:30 P.M. Location: ESC Building (GHAPS)

1. Call to order: Chairperson – Taylor Schriber, GHAPS

2. Roll Call.
   Ron Redick, Grand Haven Twp.
   Frank Johnson - Robinson Twp.
   Ryan Cummings, Grand Haven
   William Montgomery, Ferrysburg
   Chris Streng, GHAPS
   Rebecca Hopp - At Large

   Mary Jane Belter, Grand Haven Twp.
   Rick Mikkelsen – Robinson Twp
   Geri McCaleb, Grand Haven
   Craig Bessinger, Ferrysburg
   Taylor Schriber, GHAPS

3. Approval of Meeting Agenda –

4. Approval of Consent Agenda –
   A. Approval of Board Meeting Minutes of April 21, 2022 as printed.
   B. Financial Reports:
      1. May 2022 Financials – Revenue & Expense Sheet

5. New Business
   A. Spring/Summer Programming - Updates
   B. Rec Summer School Updates
   C. Director Review – Set time/date
   D. Approval of 2022-23 NORA Advisory Board Meeting Dates
   E. Nominations/Selection of 2022-23 NORA Advisory Board
6. Old Business
   A. NORA Millage discussion
7. Public Comments
8. Advisory Board Comments
9. Next Scheduled Meeting – August 25, 2022
10. Adjournment
WEARADVISORY BOARD MEETING MINUTES

Date: April 21, 2022  Time: 5:30 P.M.  Location: ESC Building (GHAPS)

1. Call to order: Chairperson – Taylor Schriber, GHAPS

   Frank Johnson - Robinson Twp.  Rick Mikkelsen – Robinson Twp
   Ryan Cummings, Grand Haven  Geri McCabe, Grand Haven
   William Montgomery, Ferrysburg  Craig Bessinger, Ferrysburg
   Chris Streng, GHAPS  Taylor Schriber, GHAPS
   Chris Van Hekken – NORA  Jackie Rowland - NORA

3. Approval of Meeting Agenda – Motion by Belter, 2nd by Redick. Approved Unanimously

4. Approval of Consent Agenda – Motion by McCabe, 2nd by Belter. Approved Unanimously

   A. Approval of Board Meeting Minutes of February 24, 2021 as printed.

   B. Financial Reports:

      1. March 2022 Financials – Revenue & Expense Sheet
      2. NORA Annual Budget Proposal – 2022-2023

5. New Business:

   A. NORA Vacant Board Position – Rebecca Hopp applied for the NORA vacant board
      position and was approved unanimously by the NORA board. Term is for 3 years. Motion by Belter,
      2nd by McCabe. Approved Unanimously

   B. Chris Christiansen Youth Scholarship Grant – Annual scholarship from the Grand Haven
      Community Foundation for the Chris Christiansen Youth Scholarship in the amount of $1,357 for
      2022. Motion by Schriber, 2nd by Redick. Approved unanimously to accept from NORA Board.

   C. Rec Summer School – Jackie updated the board on this summers Rec Summer School
      plans for NORA. There will be 2 sites this year (Ferry & Lake Hills). Staffing is hard to find
      at the moment. Camp will run June 6-July 29.
D. Donation – Steel Headers donated $247 to NORA for fishing equipment and also donated supplies and gear for fishing.

6. Old Business:

A. NORA Millage Discussion – Decision to wait until the June meeting to take a vote as to whether or not we would pursue a millage this year. Suggestion was also made to look into a grant writer for NORA.

7. Public Comments: - None

8. Advisory Board Comments – Positive comments surrounding classes, programming and vision for upcoming classes.

9. Next Meeting – June 23

10. Adjournment – 7:17pm

NORA Secretary .......................................................... Date ______________________________
The meeting was called to order by President Dave De Young at 5:31 p.m. in Program Room B.

**Board members present:** Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick

**Board members absent:** Kathy Osmun, Cathy Rusco

**Library staff present:** Amy Bailey, Marianne Case, Sara Derdowski, John Martin

### APPROVAL OF AGENDA

**22-16** Motion by Menerick, seconded by Brooks, to approve the Agenda. The motion was carried 6-0.

### PRESENTATION—GRAND HAVEN HUMAN RELATIONS COMMISSION

Louanne Werksma, Reyna Masko, and Annie Baker presented the library with “Changemakers,” an original painting by Erick Picardo. The work will be on permanent loan in honor of Director John Martin being named the first recipient of the Comission’s Visionary Award.

### PUBLIC HEARING: PROPOSED FISCAL YEAR 2022-2023 LIBRARY MILLAGE RATES

**22-17** On a motion by Menerick, seconded by DeWitt, the Board voted 6-0 by roll call vote to open the public hearing on the fiscal year 2022-2023 millage rates. Belter -Yes, Brooks - Yes, DeWitt -Yes, De Young - Yes, Lannon - Yes, Menerick - Yes, Osmun - Absent, Rusco - Absent

Sara Derdowski presented the 2022 Tax Rate Request and estimated that the Library will receive approximately $2.3 million from millage income in fiscal 2022-2023, not including debt service. The rate for Operating is .9523 and the rate for Debt Service is .1150.

Following discussion, the Board voted 6-0 to close the public hearing.

### APPROVAL OF CONSENT AGENDA

A. Approve the May 3, 2022 regular meeting minutes
B. Approve the April 2022 Check Register in the amount of $168,165.00

**22-18** Motion by Belter, seconded by Lannon to approve the Consent Agenda. The motion was carried 6-0.

### PUBLIC COMMENT

None

### TRUSTEE COMMENT

Trustee Menerick commented that her May meeting packet arrived days late via the USPS, which caused her to miss that meeting. She requested that physical packets be mailed earlier.

06/07/22 Board Meeting
UNFINISHED BUSINESS
The Board discussed the waiver of fees by Grand Haven Township and Robinson Township for the use of their park facilities for library programs.

NEW BUSINESS
A. Consideration of a motion to approve a resolution to set the 2022 property tax levy for operating purposes at .9523 mill and to set the 2022 property tax levy for debt retirement purposes at .1150 mill

22-19 On a motion by Lannon, seconded by Rusco, the Board voted to approve the resolution by roll call vote:
Belter -Yes, Brooks - Yes, DeWitt -Yes, De Young - Yes, Lannon - Yes, Menerick - Yes, Osmun - Absent, Rusco - Absent

B. Consideration of a motion to approve updated bank account authorized signer list, removing John Martin and approving authorized signees.

Ms. Derdowski explained the checks and safeguards contained in the procedures regarding the issuing of checks and the procedures regarding the usage of credit cards.

22-20 Motion by Lannon, seconded by Menerick, to approve the list of proposed signatories. The motion was carried 6-0.

TREASURER'S REPORT
The April 30 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski reported that she discussed the unrealized gains and losses of the Fifth-Third Maintenance Fund with Loutit's investment advisor Kevin Matthews. The bonds and CDs have an average duration of 1.9 years and the rates will reset again in the fall. No loss will be realized unless the instruments are liquidated. Mr. Matthews' advice was not to liquidate, but allow them to mature.

In response to questions, Ms. Derdowski explained the cost structure of the electronic databases, which is variable. She also informed the Board the Library is invested in a new certificate of deposit at Lake Michigan Credit Union for the General Fund.

COMMITTEE REPORTS

A. Building and Grounds Committee
   No report

B. Executive Committee
   No report

C. Finance Committee
   The next meetings of the Committee are scheduled for June 16 at 3:00 p.m. and June 21 at 4:00 p.m.

06/07/22 Board Meeting
D. Personnel Committee
   The next meeting of the Committee is scheduled for June 9 at 5:30 p.m.

E. Policy Committee
   No report

DIRECTOR’S REPORT
   Sara Derdowski reviewed the written report. She called attention to the heat map of patron visits
   and reported that approximately 650 people attended the kick-off party for the summer reading
   program. 1200 are currently signed up for the program. Many generous sponsors have made
   donations. She also reported that Thomas (Shawn) Wolfe, Building and Grounds Maintenance
   Technician, has tendered his notice of resignation. She discussed the plans for covering his duties
   until a replacement is found. There are two summer interns who have joined the staff, and a
   replacement for a recently-departed Library Assistant II has been hired.

   A grant has been received from LSTA (Library Services and Technology Act) for “Loutit Littles” board
   books, and from MI-83 for Overdrive content and a microphone, speakers, and canopy. The first
   state aid payment in the amount of $19,192.74 has been received.

   Ms. Derdowski will be meeting with Grand Haven Public Schools on June 14 about the future of the
   technical support they now provide.

   There was discussion about the proposed book drop at Robinson Township, and about promoting the
   non-endowed fund at the Grand Haven Area Community Foundation. Ms. Derdowski will review.

PRESIDENT’S REPORT
   None

PUBLIC COMMENT
   None

TRUSTEE COMMENT
   None

NEXT REGULAR MEETINGS
   Special Board Meeting: June 21, 2022 — 5:30 p.m., LDL Program Room B
   Annual Meeting and Election of Officers: July 5, 2022 — 5:30 p.m., LDL Program Room B
   August 2, 2022 — 5:30 p.m., LDL Program Room B

COMMITTEE MEETINGS
   Personnel Committee—June 9, 5:30 p.m., LDL Program Room B
   Finance Committee, Budget—June 16, 3:00 p.m., LDL Program Room B
   Finance Committee, Retirement—June 21, 4:00 p.m., LDL Program Room B

06/07/22 Board Meeting
Meeting adjourned at 7:21 p.m.

Mary Jane Belter
Secretary
Mary Jane Belter

President
Dave De Young

Prepared by Marianne Case

06/07/22 Board Meeting
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Official Ballot

August 2, 2022
Primary Election
Ottawa County, Michigan
City of Ferrysburg, Precinct 1

Partisan Section
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Democratic Party Section
Delegate
Delegate to County Convention
Vote for not more than 3
☐ Margaret I. Van Houdt

Republican Party Section
Delegate
Delegate to County Convention
Vote for not more than 5
☐ Richard Carlson
☐ Calvin J. Dykstra
☐ Linda A. Dykstra
☐ Carla Ray Seghaar

Read Both Sides of the Ballot