LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING MINUTES
July 5, 2022

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

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt (arrived 5:47 p.m.), Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Library Staff present: Hollie Alphenaar, Katie Alphenaar, Amy Bailey, Marianne Case, Kim Rice

Library Staff joining by phone: Sara Derdowski

Others present: Kayla Tucker, Grand Haven Tribune

APPROVAL OF AGENDA
22-27 Motion by Lannon, seconded by Menerick, to approve the Agenda. The motion was carried 7-0.

APPROVAL OF CONSENT AGENDA
A. Approve the June 21, 2022 special meeting minutes.
B. Approve the Check Register for month of May 2022, in the amount of $176,410.17
C. Approve the following Purchase Orders for FY 2022/23:

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1050</td>
<td>Priority Health for FY 2022/23 Insurance Premiums</td>
<td>$114,570.00</td>
</tr>
<tr>
<td>1051</td>
<td>Lakeland Library Cooperative Services FY 2022/23</td>
<td>$ 27,825.00</td>
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<tr>
<td>1052</td>
<td>Zervas Facility Maintenance for Custodial Service FY 2022/23</td>
<td>$ 55,000.00</td>
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<td>1053</td>
<td>Vredeveerd Haefner LLC for June 30, 2022, Auditing Services</td>
<td>$ 7,400.00</td>
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<td>1054</td>
<td>MCLS for Overdrive FY 2022/23 for E-Books</td>
<td>$ 27,800.00</td>
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<tr>
<td>1055</td>
<td>Overdrive Advantage E-Books FY 2022/23</td>
<td>$ 36,000.00</td>
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<td>1056</td>
<td>BHS Insurance for Property &amp; Liability Insurance FY 2022/23</td>
<td>$ 13,150.00</td>
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<td>1057</td>
<td>GHAPS Technology Services FY 2022/23</td>
<td>$ 50,000.00</td>
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<td>1058</td>
<td>Spring Lake District Library – Share of Ferrysburg Penal Fines</td>
<td>$ 12,300.00</td>
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<td>1059</td>
<td>Howard Miller Library – Zeeland School District</td>
<td>$ 41,500.00</td>
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<td>1060</td>
<td>Dykstra – Landscape Services (Snow Removal &amp; Lawn Care) FY 2022/23</td>
<td>$ 16,450.00</td>
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<td>1061</td>
<td>Michigan Gas Utilities FY 2022/23</td>
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<td>1062</td>
<td>City of Grand Haven Board of Light &amp; Power FY 2022/23</td>
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<td>1063</td>
<td>Lynda.com Electronic Database FY2022/23</td>
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<td>1064</td>
<td>Hoopla Electronic Database FY2022/23</td>
<td>$ 20,000.00</td>
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<tr>
<td>1065</td>
<td>Office Machines Company (Copying Charges) FY 2022/23</td>
<td>$  5,000.00</td>
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<tr>
<td>1066</td>
<td>Dominion Systems Payroll Services FY 2022/23</td>
<td>$  7,500.00</td>
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<td>1067</td>
<td>Foster Swift Collins &amp; Smith PC Legal Services FY2022/23</td>
<td>$  5,500.00</td>
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<td>1068</td>
<td>Kanopy, LLC Electronic Database FY2022/23</td>
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<td>1069</td>
<td>Delta Dental for FY2022/23 Insurance Premiums</td>
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<td>1070</td>
<td>T-Mobile Hotspots – FY2022/23</td>
<td>$ 14,400.00</td>
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<tr>
<td>1071</td>
<td>Van Dyken Mechanical for HVAC Services – FY2022/23</td>
<td>$  8,000.00</td>
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<tr>
<td>1072</td>
<td>City of Grand Haven – Water Utilities FY 2022/23</td>
<td>$  7,500.00</td>
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President De Young asked that the minutes of the June 21, 2022 meeting be corrected to show he did not abstain from voting, but that since he was not physically present he was not eligible to vote. The word “abstained” will be replaced in the minutes by the phrase “present via phone.”

Trustee Menerick requested the words “certain members” be added to Katie Alphenaar’s comments, changing the sentence beginning, “Disappointment in how the Board has...” to read, “Disappointment in how certain members of the Board have...”

Sara Derdowski gave an update on the discussions with Grand Haven Public Schools regarding contracted technical support in response to a question by President De Young.

22-28 Motion by Brooks, seconded by Belter, to attach the written statements submitted by staff members at the June 21, 2022 meeting to those minutes. The motion was carried 6-1 with Menerick voting against.

22-29 Motion by Rusco, seconded by Lannon, to approve the Consent Agenda as revised and amended. The motion was carried 7-0.

PUBLIC COMMENT
None

TRUSTEE COMMENT
Trustee Osmun announced that she will resign from the Board following the August 9, 2022 meeting. The other members of the Board praised and thanked her for her service. Ms. Osmun also reported that the Board will be revisiting and holding further discussion about the salary study.

Trustee DeWitt arrived at 5:47 p.m.

Trustee Menerick reported that 4 cartons of books were provided by the Friends of the Library for free distribution at the Ferrysburg 4th of July celebration, and they were well-received by members of the public.

President De Young asked Ms. Derdowski and Ms. Bailey to look at the Mortimer Consultants’ original compensation study in 2020 and their recommendation #1. It is this recommendation he believes LDL has not followed in its application of the recent compensation study when recommending wages/salaries for employees. He would like to hold further discussions regarding the application of the data and the compensation recommendations. He stated concerns regarding the forecasted erosion of the library’s general fund balances in our financial plan due to a mismatch between revenues and expenses, and the need to address this now to avoid facing very difficult choices in a few years.

UNFINISHED BUSINESS
None

NEW BUSINESS

22-30 On a motion by De Young, supported by Osmun, the Board voted 8-0 to approve the nomination of the following slate of officers: President: Burton Brooks; Vice President: Cathy Rusco; Treasurer: Caryn Lannon; Secretary: Mary Jane Belter.
Trustee De Young turned the meeting over to President Brooks. Mr. Brooks read a statement of his library experience (attached) and laid out three goals: 1) Freeze the defined benefit plan or close it by January 1, 2023. 2) Clarify and solve management issues. 3) Ensure the library is run for patrons and users, and not have dissention during the library Board meetings.

22-31 Belter moved and Menerick supported the Board meeting on the second Tuesday of the month for fiscal year 2022/2023. Approval was 8-0.

TREASURER’S REPORT
The May 31 General Fund, Maintenance Fund, and Debt Service Fund Financial Reports and Bank Account Reports were received and reviewed. Ms. Derdowski reported that there was an adjustment to line item 403.01 IFT Tax Revenue, and that the Library is waiting on receipts for items 544.00 and 544.01, the state aid. She expects receipt of item 655.00 penal fines in July. She also reported that interest on the Michigan Class accounts increased, and so when the current CDs mature she can move those funds to Michigan Class if appropriate.

COMMITTEE REPORTS

A. Building and Grounds Committee
   No report

B. Executive Committee
   Mr. De Young opened the discussion to Ms. Derdowski after review of the minutes from the meeting of June 28, 2022. Ms. Derdowski explained that the last few months have been challenging for all and that she values straightforward and honest communication. She feels the leadership role she has been performing has not been acknowledged, and requested respect and support from the Board. Her concerns are not about salary figures per se, but about how the process of setting those figures is being handled with years of service prioritized over performance. She believes it’s important for all involved to be clear on what policy is and then work in concert, adhering to that policy. She will be pausing to consider her future. Mr. De Young assured her that the Board respects her.

   Ms. Derdowski reported that the Robinson Township book drop box is not yet in place as the concrete has not been poured. The Library is in communication with the Township. Additionally, the open building services position has not yet been filled and that position is best suited to service the book drop.

C. Finance Committee
   On review of the June 21, 2022 draft minutes of the Finance Committee, Trustee De Young stated that he would like to see more detail included, especially the $1,076,000 amount of underfunded defined pension benefit obligations. Trustee Osmun stated that it was important to understand that the Library has not intentionally caused the underfunding as all payments have been made on time in the amount due.

D. Personnel Committee
   No report

E. Policy Committee
   No report
EXECUTIVE DIRECTOR’S REPORT
Ms. Derdowski reported that she and Ms. Bailey met with Grand Haven Area Public Schools to review the Library’s IT contract with them, which runs to June 30, 2023. GHAPS acknowledged they are unable to meet the Library’s full IT needs and will review and respond by September with what services they believe they can reliably provide on an annual, à la carte basis. There was discussion about how any future contract service or direct employee would need to have understanding of library-specific IT systems.

Ms. Derdowski called attention to the heat map in her written report, reported that the Grand Adventure summer reading program is going well, that a substitute Library Assistant II has been hired, that interviews are being conducted for the building services position, and that the Library should hear soon about a grant from the Smithsonian for the Spark! Places of Innovation Exhibit.

Ms. Bailey indicated she has access to the Google account previously used to host forms for director’s reviews and will forward the information to the relevant individuals. The Board agreed by consensus to conduct a 6-month review of the Executive Director. The Executive Committee will address the Executive Director’s goal setting at their July meeting. A copy of the FY 2022-2023 goals are attached.

Staff will follow up with the Library’s Internet Service Provider, the Ottawa County ISD, for the next year’s contract.

PRESIDENT’S REPORT
Mr. Brooks asked for recommendations to fill open positions on the Finance, Building and Grounds, and Personnel committees. At this time committee members include: Finance: Chair Lannon, Brooks, Zink, and De Young; Personnel: Chair Rusco, Menerick, De Young; Policy: Chair Lannon, Belter, Menerick, staff; Executive: Brooks, Belter, Lannon, Rusco.

PUBLIC COMMENT
None

TRUSTEE COMMENT
Trustee Rusco thanked Trustee De Young for his service as President, and thanked President Brooks for being willing to serve.

Trustee Belter thanked the Friends of the Library and the staff for their help with the open house in honor of retiring Director Martin.

Trustee De Young reiterated the importance of the original Mortimer salary study and would like to discuss further at a future meeting.

Trustee Menerick would like the Library to participate next July 4th at the Ferrysburg parade to offer free materials if they are available. She thanked Trustee De Young for his service as president. She indicated she would like an annual contract with Grand Haven Area Public Schools regarding the IT services. She asked if service hours owed to the Library are current and Ms. Derdowski replied that they are.
NEXT REGULAR MEETINGS
August 9, 2022—5:30 p.m., LDL Program Room B
September 13, 2022—5:30 p.m. LDL Program Room B

COMMITTEE MEETINGS
Executive Committee—July 26, 2022 and August 30, 2022

Meeting adjourned at 7:21 p.m.

Mary Jane Belter
Secretary

Burton Brooks
President

Prepared by Marianne Case
BHB Library Experience totals more than 55 years

Served as director of school libraries for the Grand Haven Public Schools for more than 20 years. The program, which received state and national recognition for its quality, had 35 employees and a budget of more than two million dollars when I retired in December 1990. The staff included ten professional employees.

Earned MSL degree in 1968

Lifetime member of ALA (55 years)

Member of MLA since 1969

Founder and first president of Michigan Association for Media in Education (MAME) which celebrates 50 years of service this year when it will be renamed Michigan Association for School Libraries. I also served MAME as its Executive Director from 1991-2000 when the organization had more than 1000 members before school districts started eliminating school librarians' positions.

I have served as trustee of the Loutit Library and Loutit District library for nearly 40 years. In that time I have worked with every library director through times good and bad.

When the Loutit District Library was organized, I as its first President for several years, worked closely with the first two directors as we organized the library by developing job descriptions, policies, procedures and other aspects of library management.

During the nearly 40 years I have been on the Loutit library boards, I have served as a board trustee and officer I have not been involved with day-to-day library operations unless specifically requested by library director.
LOUTIT DISTRICT LIBRARY GOALS
FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023

- **LIFELONG LEARNING** — Become the lifelong learning leader for our community, providing a broad range of inclusive programs and services to residents/visitors of all ages.

- **STEWARDSHIP** — Create long-term financial security for library operations to meet current and future community needs.

- **ACCESSIBILITY** — Provide, facilitate and expand access to technology, along with digital and print resources to meet the informational, educational and recreational needs of our library patrons.

- **OUTREACH** — Expand library services outside of the building to where our residents live, work and play.

- **PARTNERSHIP** — Collaborate with area agencies and non-profits to leverage Loutit District Library’s resources to promote civic engagement, provide entertainment, and promote learning and self-improvement.

- **PROMOTE** — Inform the community of the many services and programs provided by the Loutit District Library.

- **ADAPT** — Evaluate and enhance the collections, resources, building space and library campus to meet the needs of our residents.

Adopted by the Loutit District Library Board of Trustees on January 11, 2022
Call to Order: The meeting was called to order at 5:00 p.m. by President Burton Brooks in Program Room B.

Roll call of Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun, Cathy Rusco

Library Staff present: Amy Bailey, Marianne Case, Sara Derdowski

APPROVAL OF AGENDA

22-32 Motion by Belter, seconded by Menerick, to approve the agenda as amended below. The motion was unanimously carried by roll call vote: Belter – Yes, Brooks – Yes, DeWitt – Yes, De Young – Yes, Lannon – Yes, Menerick – Yes, Osmun – Yes, Rusco - Yes

Remove

- Approval of Consent Agenda
- Approval of Minutes of Previous Meetings
- Unfinished Business
- Treasurer’s Report
- Committee Reports

Under New Business, add:

- Acceptance of the letter of resignation from Executive Director Sara Derdowski
- Acceptance of the letter of resignation from Director Amy Bailey
- Discussion of employment of an acting director
- Discussion of handling of library financial matters
- Resolution updating authorized signatures on all depository and investment accounts by adding LDL Board President and Treasurer as signatories
- Request that Derdowski and and Bailey compile a list of all library-related online accounts with passwords for the Executive Committee
- Request Derdowski prepare a list of contacts with email addresses and phone numbers for business-related contacts
- Confirm the final day of work for Derdowski and Bailey as August 12 and schedule a meeting that day, at a time to be determined, which includes the Board President, other officers and Acting Library Director (if named) to transfer details of security alarm and similar building security as well as receive all physical and electronic keys
- Make arrangements for the LDL staff to meet with the Board President, other LDL officers and the Acting Library Director (if named) on Monday, August 15 at 9:15 a.m.
- Any other items that board members wish to add.
Under New Business, consider:

- A motion to appoint a search committee chaired by Cathy Rusco with committee membership comprised of the Personnel Committee members (Cathy Rusco, Lisa Menerick, David DeYoung, Penni DeWitt) and the Officers of Loutit District Library's Board of Trustees. The Search Committee is authorized by the Board of Trustees to review and propose changes to the senior management structure of the Loutit District Library, develop a recruitment plan, and to carry out recruitment activities to identify and recruit qualified candidates to fill senior management positions as approved by the Board of Trustees. The senior management team structure, agreements with recruitment consultants, and all offers of employment must be approved by the full Board of Trustees. The creation of this committee is effective upon approval of this motion.

- A motion to appoint a transition committee chaired by Burton Brooks with committee membership comprised of the Officers of the Loutit District Library's Board of Trustees (Burton Brooks, Cathy Rusco, Mary Jane Belter, Caryn Lannon). The Executive Committee is temporarily authorized to act on the Board of Trustee's behalf to develop a management transition plan and carry out business activities that ensures continuity of the Loutit District Library's business operation until permanent senior management appointment(s) are approved by the board. The scope of these responsibilities and the committee's authority will be consistent with the authority and responsibility of the senior management roles covered in the transition (Executive Director and Library Director). The creation of this committee is effective upon approval of this motion.

- A motion to approve a board resolution removing Sara Derdowski, Amy Bailey and David DeYoung as signatories on all depository and investment accounts belonging to the Loutit District Library and adding Burton Brooks (President), Cathy Rusco (Vice President), Mary Jane Belter (Secretary) and Caryn Lannon (Treasurer) as authorized signatories on all depository and investment accounts of the Loutit District Library. These changes become effective August 12, 2022.

PUBLIC COMMENT

Jeanette Weiden, staff member and Grand Haven resident, read a prepared statement, attached.

Amy Van Oordt, staff member and Grand Haven resident, read a prepared statement, attached.

Nancy Collins, member of the public and Grand Haven resident, commented that the meeting notice did not list the topics to be covered and suggested this should have been subject to prior legal review. Secretary Belter replied that she had consulted with an attorney prior to distribution of the notice to ensure it was in compliance with the relevant regulations.

Hollie Alphenaar, staff member and Robinson Township resident, read a prepared statement, attached.
TRUSTEE COMMENT

Trustee De Young thanked the public for their comments and stated that the meeting was being held to ensure continuity of operations during the transition of leadership at the Library.

President Brooks stated that there was much work to be done prior to the departure of Derdowski and Bailey.

Trustee Menerick wished Derdowski and Bailey success going forward and expressed appreciation for all the work they have done, especially Derdowski’s work regarding the Library’s financial operations. She was disappointed to receive their letters of resignation.

Treasurer Lannon also expressed her appreciation for the work of Derdowski and Bailey and her disappointment at receiving their resignations.

NEW BUSINESS

22-33 Trustee De Young moved and Trustee Menerick seconded a motion to accept the letter of resignation of Sara Derdowski, Executive Director, to become effective August 12, 2022. The motion was carried 8-0.

22-34 Trustee Rusco moved and Trustee Menerick seconded a motion to accept the letter of resignation of Amy Bailey, Library Director, to become effective August 12, 2022. The motion was carried 8-0.

The board decided that discussion of the employment of an acting director would take place in the discussion of consideration of a motion appointing a transition committee.

Financial Matters
Trustee De Young asked Derdowski for her input on the handling of the Library’s financial matters going forward, and she distributed a list of tasks and responsibilities she currently handles as well as a list of tasks and responsibilities handled by Marianne Case, Accountant. She reported that the Library’s current payroll service provider, Dominion, has decided to discontinue their service and transfer their accounts to the company ADP. The transition was to have begun by July, but has not yet occurred; until the transfer is final the Library may continue to use the Dominion online interface, and afterward may review the service from ADP to determine if it meets the Library’s needs. Derdowski also reported that she will be making recommendations on where to transfer funds from a maturing Certificate of Deposit if time allows. Bailey stated that Team Leads are working on interviews for currently posted open positions, and that she has continued to handle issues surrounding facility maintenance as a suitable candidate has not yet been hired. Outsourcing options were discussed for services such as payroll and worker’s comp. Issues regarding MERS will be discussed in a meeting of the Transition Team.

The board decided that discussion of updating authorizing signatures would take place in the discussion of the consideration of the relevant motion.

Online Accounts and Business Contacts
Derdowski informed the Board that she has a list of online accounts and will compile a list of business-related contacts.
Confirmation of Final Day of Employment
Derdowski and Bailey confirmed that their final day of employment with LDL will be Friday, August 12. President Brooks and Vice President Rusco will meet with them at 3:00 p.m. that day to receive all physical and electronic keys.

Meet With Staff
President Brooks and either Vice President Rusco or Treasurer Lannon will meet with the staff at 9:00 am Monday, August 15. Any staff members who are unable to attend will be accommodated with a meeting at a different time.

Additional Item
The email accounts of the departing directors will be forwarded to ensure important mails are not missed.

22-35 De Young moved to appoint a Search Committee chaired by Cathy Rusco with committee membership comprised of the Personnel Committee members (Cathy Rusco, Lisa Menerick, David DeYoung, Penni DeWitt) and the Officers of Loutit District Library’s Board of Trustees. The Search Committee is authorized by the Board of Trustees to review and propose changes to the senior management structure of the Loutit District Library, develop a recruitment plan, and to carry out recruitment activities to identify and recruit qualified candidates to fill senior management positions as approved by the Board of Trustees. The senior management team structure, agreements with recruitment consultants, and all offers of employment must be approved by the full Board of Trustees. The creation of this committee is effective upon approval of this motion. Menerick seconded the motion, which was carried 8-0.

Vice President Rusco, Chair of the Personnel Committee, has created a draft job description which she will present to the Committee. It was agreed that the Committee will meet on Tuesday, August 9 at 4:00 p.m. A discussion item for the committee will be whether to include staff members. Trustee Osmun suggested the Committee consider requesting $1,000 budget to fund job postings.

22-36 De Young moved to appoint a transition committee chaired by Burton Brooks with committee membership comprised of the Officers of the Loutit District Library’s Board of Trustees (Burton Brooks, Cathy Rusco, Mary Jane Belter, Caryn Lannon). The Executive Committee is temporarily authorized to act on the Board of Trustee’s behalf to develop a management transition plan and carry out business activities that ensures continuity of the Loutit District Library’s business operation until permanent senior management appointment(s) are approved by the board. The scope of these responsibilities and the committee’s authority will be consistent with the authority and responsibility of the senior management roles covered in the transition (Executive Director and Library Director). The creation of this committee is effective upon approval of this motion. Lannon seconded the motion, which was carried 8-0.

Trustee De Young reminded the Board that usually the Executive Committee functions in an advisory capacity, so this motion empowers the Committee to act. The Committee will return to its advisory status after its authorized task is completed. An attorney will likely be consulted during this process.
De Young moved to approve a board resolution removing Sara Derdowski, Amy Bailey and David DeYoung as signatories on all depository and investment accounts belonging to the Loutit District Library and adding Burton Brooks (President), Mary Jane Beltz (Secretary) and Caryn Lannon (Treasurer) as authorized signatories on all depository and investment accounts of the Loutit District Library. These changes become effective August 12, 2022. Menerick seconded the motion, which was carried 8-0.

The original motion was amended to delete Cathy Rusco. This process is standard for when there are staff changes. Two staff members, Allison Boyer and Katie Alpenhaar, are currently authorized signatories on the Huntington Bank operating checking account.

DIRECTOR’S REPORT
Derdowski expressed what a privilege it has been for her to work with the staff and patrons, and that she wishes nothing but the best for the library.

PRESIDENT’S REPORT
President Brooks read a prepared statement, attached.

PUBLIC COMMENTS
Nancy Collins commented that the Board should communicate with the community as to why the top two positions are resigning from the Library at the same time, and what the plans are to avoid this situation in the future. She praised the Library as a wonderful resource and thanked Derdowski and Bailey for their service.

Kate Tobin, staff member and Grand Haven Township resident, read a prepared statement, attached.

Chelsea McCoy, staff member and Muskegon resident, commented that Board members expressed surprise and shock at the resignations, and that the Board listened but did not hear when staff tried to share their feelings about the leadership of Derdowski and Bailey. It is her opinion that the staff's trust in the Board has been destroyed. She also read a prepared statement, attached.

Amy Van Oordt, staff member and Grand Haven resident, commented on how disappointed she is that things have gotten to the point where Derdowski and Bailey felt their only option was to leave. She supports them and feels their loss is devastating. She thanked them for their leadership.

TRUSTEE COMMENTS
Trustee Menerick commented that in hiring Derdowski, the Board did listen to the staff and believed Derdowski would be the best fit for the position. She expressed disappointment that Derdowski thanked the staff but not the Board for what they've done for her, which includes paying tuition toward her MLIS degree.

Trustee Osmun commented that she has been on the Board, and put her heart and soul into it, for about 15 years. She has always believed that all involved have worked together with faith and trust, and would like to see that trust and openness of communication reestablished. She is pleased with how Loutit is such a great library, and doesn't regret any decisions made.
Secretary Belter commented, in response to Ms. Collins, that the directors' letters of resignation were received on the afternoon of Friday, July 29 and the Board cannot speculate as to any reasons for the resignations that are not contained in the letters.

ANNOUNCEMENTS OF NEXT MEETING DATE
The next regular meeting of the Board will be August 9, 2022 at 5:30 p.m. in Program Room B.

Meeting adjourned at 7:03 p.m.

Mary Jane Belter
Secretary

Burton H. Brooks
President

Prepared by Marianne Case, Accountant
ATTACHMENTS

Jeanette Weiden:

I'm Jeanette Weiden and I have worked at Loudon District Library for seventeen years. I have been through a few directors over the years and none of them compare to Sara Dordowski and Amy Bailey. I'm sad and disappointed that we are now at this point. During their time as assistant directors and now directors, they have changed the library's work culture for the better. For me personally, it has been a positive experience.

- Sara and Amy have supported and encouraged me to break out of my routine. To want more and go for it. I'm currently working toward becoming a Certified Genealogist and that is in part because of them.
- Sara and Amy have also brought a new level of accountability to the library that has never been here before. In my opinion, this is refreshing. This is one of the biggest ways they have improved the culture of the library.
- They have also improved communication and have worked to be open and transparent with the staff. They have always been approachable and available to talk about accomplishments or concerns. Over the last few years, Sara and Amy have joined a small group of people I turn to here at the library when something exciting has happened or I have a problem to work through. I will miss them.

I have always loved my job here and know this is where I was meant to be. I can honestly say, that because of Sara and Amy, the library has become a better place to work.
Amy Van Oordt:

Our library website contains some very important information. On our about page, our mission statement and library governance information are listed.

Mission statement is: Expanding horizons, Enriching minds, Engaging community.

Library Governance says: Our Library Trustees are our busiest volunteers! See when they meet, what they've accomplished, and how it fits with our mission. Library Board meetings are open to the public.

I attended the executive board meeting last week as a member of the public, a member of this community. I am a Grand Haven City Resident. The meeting was started with the one member of the board saying to the people there to sit in on the meeting “don’t you people have something better to do upstairs in the library?” I was so disappointed to hear that. Maybe I misunderstood, but it did not feel like there was any intention to follow our mission statement of engaging the community or being open to the public with an introduction to the meeting like that.

On a different note, I want to say how sorry I am to hear of the resignations of Sara and Amy from Loulit Library. I want to thank them both for all of the hard work they have put in for the library and the community. I have truly enjoyed working with both of them. I know everything that they have done here at the library they did in the best interest of the library and the community, as well as staff. It is very rare to have leadership of their caliber-people who know how to plan, how to execute plans, and can lead a diverse group of people so well. Every time I went to either one of them, I felt listened to. That doesn't happen very often. Thank you, both of you. I wish you the best and will miss you both.

Hollie Alphenaar:

First of all, THANK YOU! I have worked for a variety of employers in the private, public and governmental sectors. Sara and Amy, you are two of the most hardest working and dedicated people I have had the privilege to work with, under and for. Your commitment to the organization, the people you work with and for, the patrons and the community, can not be matched. The personalities, obstacles and challenges you have had to juggle and still show a steadfast dedication to the job and its people, is unmatched. You have had to make hard and difficult decisions, but they have always been with a goal to make Loulit Library a success, and I believe you have done that and more!

Please know that you will be missed more than you know. Also, whatever your new paths will be, I know that you will have a positive effect and continue to do it with the grace and dedication that you have shown here at Loulit.

Again, Thank You,

Hollie
Burton Brooks:

On behalf of the Loutit District Library Board of Trustees, I would like to thank Sara Derdowski and Amy Bailey for their contributions as LDL employees during the last several years.

Sara did an excellent job working as the library’s chief business officer during her time with us helping chart LDL’s financial future as well as streamlining the library’s accounting operations.

In her time with the LDL, Amy offered many suggestions for improving library service for LDL patrons.

Both worked through the CoVid period when, unfortunately, library services were curtailed and many innovative approaches to serving the public were developed.

The LDL Board wishes the best for both as they seek new endeavors.

Kate Tobin:

From when I started at Loutit District Library five years ago to now, I have experienced a few different shifts in the workplace culture. It was only once Sara Derdowski stepped into her role as the Director Select that I began to feel a positive shift throughout the library. Both Sara and Amy have been consistent with their transparency, support, and genuine care for the library staff and community. Anytime I have approached them with a concern, they took action. I have come to recognize that these are unique qualities to have in any leadership position, and even more so in a Library Director. I am saddened by Amy and Sara’s departure as I was excited for their vision for the library, however, I continue to be energized by what they leave behind—a staff that is invested in working together to serve the library’s community.
Chelsea McCoy:

When the original idea to name Sara was brought forward in September 2021, staff was given the opportunity to provide feedback. I would like to read some of the comments staff shared.

- I could not be more in favor of this idea! Sara has the skills, personality, drive -- everything needed to be an amazing leader. I love the idea of hiring internally so that we know we're choosing a fantastic candidate, we get the enormous advantage of hiring someone already familiar with the library and service area, and also so that we can feel confident about the path that LDL will take forward. I think we have made SO many positive changes in the last few years, and I know that Sara would keep us progressing along those lines to make LDL the best. I am totally confident in Sara's vision for the library and frankly in awe of her ability to manage, direct, and get things done. I would LOVE to work for her!

- Couldn't think of a better successor to John than Sara!

- I think Sara is an amazing choice for our future director. She absolutely has the best interests of all of the stakeholders in mind and is really skilled at dealing with all the personalities, and their different needs and learning styles, that are part of the library.

- Sara has been an incredible force within Loutit for fiscal reform, innovative practices and encouraging talent. She is kind, caring and compassionate while also making sure things are done properly and equitably. When she doesn't know something she is quick to share that and ask for help from those with the right information. We would be in great hands with Sara as the next director. I would strongly recommend this choice.

- Sara has worked hard to establish policies and procedures for the betterment of the library, and would be great to keep pushing for excellence.

- Sara is a great choice for director. As assistant director/hr, she has performed her job with tactfulness, fairness, and kindness. Additionally, Sara has an exceptional eye for detail and the keen ability to detect deception. She is our advocate but she also encourages us to be advocates for ourselves which is empowering.

- I think offering Sara the library director position is a good fit. With her knowledge and experience with the library it would give the position a shorter learning curve. She knows the community and I believe that is crucial to working in this position. While it would benefit to have someone come in with a fresh look at the library. Sara has the benefit of knowing what works already, what might not and what new things can work.

- I believe her dedication and hard work will benefit the library in numerous ways, and we will achieve a vision that takes us to the next level.

Sara is the best boss I have ever had. And Amy was a friend. I felt so proud to have invited Amy to apply to the position. I am absolutely devastated to lose them but I wish them well in their future endeavors. I have become a better person because of their leadership.
Date: Monday, August 15, 2022
Time: 10:30 a.m.
Place: LOUTIT DISTRICT LIBRARY, PROGRAM ROOM B

CALL TO ORDER AND ROLL CALL
Present: Belter, Brooks, DeWitt, DeYoung, Lannon, Menerick, Osmun (phone), Rusco.
Kathy Osmun, Robinson Twp, participated by phone. At this time a new trustee from Robinson
has not been appointed to fill Kathy’s position.

Also present: Nancy Collins, Walter Davis, Chelsea McCoy, John Martin

AGENDA

22-40 Menerick moved approval of the agenda. Seconded by DeWitt. Vote: 7-0. Motion carried.
Discussion:
Belter asked to amend the agenda to add the following items:

C. Consideration of a motion to authorize the Executive Committee to make decisions
   relative to the proposed agreement with Sara Derdowski and execute the agreement
   with Sara Derdowski.
D. Consideration of a motion to authorize Interim LDL Director John Martin and the LDL
   Executive Committee to contract with or hire as a temporary library staff an interim
   financial operations manager.
E. Consideration of a motion to authorize the Executive Committee to make decisions
   relative to the proposed agreement with John Martin as LDL Interim Library Director and
   execute said agreement.
F. Discussion of increasing the hourly rate for the building services technician position.

CONSENT AGENDA
Approval of the August 9, 2022 Board Meeting Minutes

22-41 Menerick moved approval of the consent agenda. Seconded by Lannon. Vote: 7-0. Motion
carried.
Discussion: none

PUBLIC COMMENTS
Walter Davis spoke about the threat in this country to school boards, libraries, etc. when it
involves materials in libraries. In terms of hiring a new director, he stressed to make sure the
candidate is willing to stand up for our (library) rights and the board should make sure the candidates are vetted. He stressed that he is willing to serve in that capacity to assist the committee. He suggested that we have a policy of how to address the issue of complaints of items on the shelves.

Belter and Martin said that the LDL does have a policy in place to address this and these issues have been addressed recently by the MLA.

TRUSTEE COMMENTS
Kathy Osmun stated that she talked to someone today at Robinson Township regarding her replacement on the board. There is no replacement for her yet. Kathy and John will check to see if Kathy can continue to serve until there is a replacement. She will follow-up.

UNFINISHED BUSINESS: none

NEW BUSINESS

22-42  A. Consideration of a Motion to Contract with the Library Director Search Firm John Keister and Associates, LLC of Vernon Hills, Illinois. Belter moved, DeYoung seconded. Vote: 7-0. Motion carried.

Discussion: Cathy Rusco reviewed the minutes of the August 12 Library Director Search Committee. Kathy Osmun commented on the excellent information and the job by Rusco and the committee. Menerick commented on the information on the one particular firm that is a standout. Rusco asked to amend the motion to specify the firm of John Keister and Associates, LLC of Vernon Hills, Illinois.

Signing the agreement: the Board President will sign the agreement with the firm.
Price: $20,500, with a one-year hiring guarantee. The firm stresses conversations with staff, board and community on what a library director should be.

22-43  B. Consideration of a Motion to Approve a Grant Request to the Grand Haven Area Community Foundation to assist with costs related to the Library Director search. Rusco moved, Menerick seconded. Vote: 7-0. Motion carried.

Discussion: Menerick explained how this opportunity came about through her discussion with Holly Cole with the GHACF. It is a technical assist grant, covering up to 50% of the cost. Rusco and Menerick met with the GHACF on Friday as a follow-up.

22-44  C. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with Sara Derdowski and execute the agreement with Sara Derdowski. Belter moved, Menerick seconded. Vote: yes – 0, no- 7. Motion failed.

Discussion: Sara Derdowski declined the proposed “Waiver of Tuition Reimbursement agreement”, this motion becomes irrelevant.
Regarding the tuition reimbursement clause of the original work agreement:
Menerick expressed concerns about using municipal funds and that the funds need to be paid back in accordance with the original work agreement. DeWitt expressed that there needs to be repayment. Under the employment agreement Sara is responsible for repayment. DeYoung explained the process prior to the email received: the Board made and approve a motion at their August 9, 2022 meeting to proceed with a tuition reimbursement agreement. DeYoung drafted the agreement, Derdowski replied, and the proposed agreement was sent to the attorney.

Lannon said this discussion should be on the agenda for the September 13 Board meeting. The motion was vetoed and the discussion will be deferred to the September 13 meeting.

D. Consideration of a motion to authorize Interim LDL Director John Martin, in consultation with the executive committee, to contract with or hire as a temporary library staff member, an interim financial operations manager. Vote: 7-0

Discussion: this will be either a contract position or a temporary library staff position. Determination will be made based on discussions with the individual, consideration to the financial implications (contract vs. temp library employee) and the advice of the Library’s attorney.

E. Consideration of a motion to authorize the Executive Committee to make decisions relative to the proposed agreement with John Martin as LDL Interim Library Director and execute said agreement. Belter moved, Menerick seconded. Vote: 7-0. Motion carried.

Discussion: the attorney is in discussion with MERS and is handling these issues so there are no ramifications for Martin.

F. Discussion of increasing the hourly rate for the building services technician position. Belter commented that it has been difficult to fill the current position. One candidate that was to be employed received a pay increase from his employer and turned down the job. DeWitt commented that in her discussions with various individuals, the hourly salary was low.

Osmun also commented that the hourly wage was low compared to similar positions. The decision on this is up to the Library Director. However, with a suggestion of an increase in the hourly pay from what is posted, the Board moved to give approval.

Staff member Chelsea McCoy was asked about the original salary determination. DeYoung asked if it was from the recent salary study and what percentage of the median it represented.
The motion was made that John Martin be given the authority to increase the salary offering for this position up to $25 per hour. Motion by Menerick, Second by DeWitt. Vote: 7-0. Motion carried.

TREASURER'S REPORT – no report

COMMITTEE REPORTS
Director search committee: Rusco covered during the discussion on Motion A.

DIRECTOR'S REPORT – no report

PRESIDENT'S REPORT – Brooks thanked board members for their additional time and work during this interim period.

PUBLIC COMMENTS - none

TRUSTEE COMMENTS
Menerick commented that it is her hope that the staff has welcomed John back. Rusco seconded the support of John Martin.

Belter stressed appreciation for staff participation at the staff and board meeting this morning. Rusco will contact the director search firm and set up any needed meetings, visits.

DeWitt commented that in the email we received from Derdowski, concerns were expressed. She referenced concerns expressed by staff in their written statement. This input is important going forward with the director search.

Menerick asked about that the questions she provided be used for future exit interviews. The Library does have an exit interview document.

15. ANNOUNCEMENT OF NEXT MEETING DATE
A. September 13, 2022 at 5:30 p.m. Program Room B
   1. Discussion of the agreement with Sara Derdowski and how to proceed.

DeYoung will not be present for the September meeting.

16. ADJOURNMENT: 11:50 a.m.

[Signatures]

Prepared by Mary Jane Belter
LOUITIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 9, 2022

The meeting was called to order at 5:32 p.m. in Program Room B by President Burton H. Brooks.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Cathy Rusco
Board members absent: Kathy Osmun

Library Staff present: Hollie Alphenaar, Katie Alphenaar, Amy Bailey, Allison Boyer, Marianne Case, Sara Derdowski, Chelsea McCoy, Kim Rice, Kate Tobin

Others present: Nancy Collins, John Golden

APPROVAL OF AGENDA

22-32 Motion to approve the agenda as amended. Motion by Lannon, second by Menerick. Vote: 7-0.
Motion carried.
Discussion:
Belter: Remove item F (LDL board issues to address for FY 22/23)
Rusco: add discussion of exit interview
Derdowski: remove item E - executive director goals
Menerick: add discussion of the language on the website relevant to booking a program room.
Rusco: add discussion of the board seeking a grant from the GHACF to assist with the director search
DeYoung: add consideration of a motion to waive the requirement for tuition repayment in the work agreement with Derdowski (section 9E) in exchange for advising on issues that may arise from the vacancy.

APPROVAL OF CONSENT AGENDA

22-33 Motion by DeYoung, second by Rusco to accept the consent agenda with amendments. Vote: 7-0.
Motion carried.
Approve the July 5, 2022 Annual Meeting Minutes
Approve the August 3, 2022 Special Board Meeting Minutes
Approve June 2022 invoices in the amount of $250,686.75
Authorization of Banks and Credit Unions

PUBLIC COMMENT
None

TRUSTEE COMMENT
Menerick: her contact info for the committee list needs to be changed.
Belter: discussion of handling the signatures on the Huntington Bank Account. Sara will make the Initial contact. The new signatories need to sign the signature card at Huntington Bank.

UNFINISHED BUSINESS
None
NEW BUSINESS

22-34 A. Consideration of a motion to approve the President’s appointments to Standing Committees

Rusco, DeWitt. Vote: 7-0. Motion carried.
Discussion: finance committee had discussed expanding committee membership in October, 2021
DeYoung: the board should work on the process for committees, broaden membership
Belter: discussed adding to the personnel committee, someone from the public sector with
management/HR experience
Lannon: stepping down as chair of the policy committee. Menerick has offered to chair the policy
committee. Lannon will stay on the committee but not as chair. Add Katie Alphenaar as an additional
staff member.
Menerick suggested that Penni Dewitt become a member of the policy committee.

22-35 B. Consideration of a motion to approve revisions to the following job descriptions, with the exception
of the job description for the Head of Technical Services, as recommended by the Personnel
Committee: motion by Belter, second by Menerick. Vote: 7-0. Motion carried.

Introductory Memo
Building Services Technician
Head of Reference and Information
Head of Technical Services
Head of Youth Services
Librarian – Reference and Information
Librarian – Youth Services
Library Aide
Library Assistant I – Circulation
Library Assistant I – Cataloging and Circulation
Library Assistant II – Cataloging and Circulation
Library Assistant II – Reference and Information
Library Assistant II – Youth Services
Genealogy Specialist

Menerick: are they full time or part time? Several positions are part-time and all are salary positions.
Belter: thanked Bailey for providing the requested information. It was helpful to note the changes.
Building Services: no questions
Head of Reference and Information – discussion of the CREW meaning
Head of Technical Services: does this position oversee the cataloging, added to the description the
flexible schedule including evenings and weekends. DeYoung: could this position also include an off-site
service – like going to 4-Points? This position could help with some of the tech help that R and I does. R
and I is looking to add tech help, more accessibility to the public to help.
Brooks: old description mentions the work with LLC, board should make the decision regarding the
cataloging position relevant to the agreement that LDL has with the LLC.
Brooks questioned the change from Head Cataloger to “Cataloger”
Bailey: the job description was reviewed with the employee and the individual provided feedback
regarding the changes and so the changes were made.
Rusco: with the number of questions regarding this job position, she would like to have this individual
attend an upcoming board meeting to review what she does in this position.
Bailey: LLC is doing the training for the staff members that will be assisting with cataloging.
Brooks: asked that consideration of this job description be removed from the motion to approve.
The job description for the Head of Technical Services was removed from the motion to approve the listed job descriptions.

Library Assistant I – Circulation
DeYoung: we have some remote locations, like drop boxes. Could this individual handle this?

Library Assistant II – Cataloging and Circulation
Brooks: commented that we have a large number of job descriptions, could they be more generic?
Derdowski commented that the job descriptions are reviewed with staff
Derdowski: This is a new job description for work that was being done

Genealogy Specialist: Bailey – this was resubmitted because of 2 minor edits
The question was asked about Tech Services doing the cataloging for Genealogy and Local History.
Jeannette Weiden replied that Tech Services does not catalog items for Genealogy and Local history. A different cataloging system is used (Past Perfect). Cataloging for local history is done by volunteers.
DeYoung: are we up to date with items to be cataloged? 95% is in process.

Report on August 8, 2022 Transition Committee Meeting
22-36 Rusco moved, Lannon seconded, that the LDL hire John Martin to be the interim director, as an independent contractor. Vote: 7-0. Motion carried.
Derdowski asked about a lawyer drawing up a contact. Brooks had contacted the library attorney but had not received a reply. He will re-contact the attorney.

22-37 Motion to add John Martin as signatory for the relevant accounts upon approval of the minutes of this meeting. (these minutes will be approved at the September 13, 2022 board meeting)
Motion by Menerick, second by Belter. Vote: 7-0. Motion carried.

Nancy Collins (public): questioned the point of approving the agenda at the beginning of the meeting when we are adding items for approval. Should we be adding these items to the agenda in this manner? This has happened at past board meetings, when the minutes of a committee are reviewed.

Report on August 9, 2022 Search Committee Meeting
Rusco, committee chair: Gave a verbal report because the committee met prior to the board meeting. Staff will be added to the search committee. Rusco asked that staff discuss and consider who they felt would be the representative for the staff.

Next meeting August 12, 10:15 a.m. Program room A. The committee will focus on the job description. The committee talked about getting community representation. Rusco will reach out to the director of the Tri-Cities Historical Museum to be part of this committee.

There is an opportunity to ask for a grant from the GHACF to assist with the search costs since that was not budgeted. Committee members will proceed with the grand request.
Rusco is researching other firms that could be used to assist with the job search.
DeYoung: look at what is the structure we want to put in place.
DeYoung: the committee should develop a budget for the director search.
Derdowski: housekeeping comment on setting up special meetings — have John be the point person on this.

Exit interview: in response to a question from the public (Nancy Collins) regarding whether or not there will be an exit interview a time was set for Friday, August 12 at 2 p.m. Rusco and Menerick will do the
exit interview. Board members should send items for discussion to Belter who will then forward them to Derdowski and Bailey.

Language on the website relevant to booking a program room. Menerick explained that she went to the website to reserve a room and noted the information regarding reservations not being taken. She wanted that language removed from the website.
Belter spoke in regards to the issues facing staff in room set-up. We do not have building maintenance and any room set-up requires taking staff away from the jobs of assisting patrons and other assignments.
Menerick we need coverage. Yes, important to hire a building maintenance person.
Derdowski: staff is helping with set-up. We don’t have the staff compacity to handle the set-up and tear down of rooms. Derdowski made the decision to put the language on the website regarding room reservations.
Menerick then commented that perhaps what she is objecting to is the wording on the website.
Staff commented that a new room reservation system will be put in place. Other staff members commented on the amount of time they spent working on room set-up which took them away from their regular duties.
Staff vacancies have added to the workload. There are 5 total positions open including building services

Discussion of the board seeking a grant from the GHACF to assist with the director search

22-38 Motion by DeWitt, second by Lannon, that the search committee has permission to apply to the GHACF for a grant to assist with the cost of the director search. The grant request needs to be submitted by August 19. Vote 7-0. Motion carried.

22-39 Consideration of a motion to waive the requirement for tuition repayment in the work agreement with Sara Derdowski (section 9E) in exchange for advising on issues that may arise. DeYoung will put in writing a brief description of the work exchange and will submit it to Derdowski for her consideration.
Motion by Belter, seconded by DeYoung.
Vote 5-1-1 (Menerick no, DeWitt abstained). Motion carried.
Discussion:
Derdowski said the tuition was approximately $2900.
DeYoung asked to see the receipts and paperwork.
Derdowski had commented that she would like to see this in writing and have time to consider this.
Menerick stated she voted no because of Derdowski’s comments about needing time to consider this.

TREASURER’S REPORT
A. General Fund Financial Report as of June 30, 2022 (unaudited)
B. Maintenance Fund Financial Report as of June 30, 2022 (unaudited)
D. Debt Service Fund B Financial Report as of June 30, 2022 (unaudited)
E. Bank Account Report as of June 30, 2022 (unaudited)
Derdowski reviewed the financial reports as presented.

COMMITTEE REPORTS
Executive Committee
1. Minutes from the July 26, 2022 meeting
   (Next Scheduled Meeting: Tuesday, August 30, 2022, 5pm, LDL Program Room B)
Finance – no report
Building and Grounds – no report
Policy – no report
Personnel – no report

DIRECTOR’S REPORT
Derdowski reviewed the items in the director’s report

PRESIDENT’S REPORT
Brooks: Commented on and congratulated Sara and Amy for their professionalism that they have shown the board, staff and public during this time.

PUBLIC COMMENT
John Golden expressed appreciation for the staff
Allison Boyer – comments for the staff – she has never worked with a harder working group of people – all staff, Sara and Amy. She was dismayed to hear at a board meeting about something about the room usage and cutting back the services. She commented that the staff has been working to address this. She asked: what are we doing, what can we do so it doesn’t break us? She spoke in appreciation of all that Chelsea has done. This has been a stressful time for all staff.
Katie Alphenaar stated she was disappointed in the comments about Chelsea tonight. Chelsea has really changed the programming of what has happened at the library. Much would not have been done at the library without all staff being involved. For the board - please ask why, what can we do to help.

TRUSTEE COMMENT
Belter discussed the goal of the meeting with staff on Monday, August 15
McCoy (staff) responded that not all staff will feel comfortable with meeting, discussing issues with board members. She asked what the expectation is, what is the purpose of the meeting. Staff would need questions so they are prepared. Staff would appreciate the time to think about their answers.
The board will develop some discussion items. Members need to send them to Belter so that she can forward them on to John Martin. He will then forward them to the staff.

The question raised: how do we progress?
Nancy Collins (public) asked how are we going to share this information with other board members.
Not all board members are/will be at the meetings. Communication has to take place.
Belter said that notes could be taken and shared with staff and the board.
DeYoung stated he appreciates everyone. We need to be careful to not doubt each other’s intentions.
He has a respect for those staff that have spoken up.
McCoy gave an example of how staff tried to speak up. She questioned why didn’t the board move forward to ask Sara and Amy why they were leaving. They wanted to stay.
Lannon: the trustees are all individuals, one person speaking is not speaking for all of the board. She stated that she has been trying to figure out what is going on. She complimented staff and Sara and Amy for their great job. In response to receiving the letters of resignation Lannon stated that if you are saying you are leaving it is past the point of no return, the letters were very clear that they were leaving. It was done. This has become an us vs them climate and shouldn’t be that. There should be professional treatment for all.

NEXT REGULAR MEETINGS
F. September 13, 2022, 5:30 p.m., LDL Program Room B
G. October 11, 2022, 5:30 p.m., LDL Program Room B
ADJOURNMENT 8:29 p.m.

Mary Jane Belter
Secretary
Mary Jane Belter

Burton H. Brooks
President
Burton Brooks

Prepared by Mary Jane Belter