NOTICE OF DRAIN MAINTENANCE

October 20, 2022

Recently an inspection was made of the Vanderkolk Ext. Drain which runs through or near your property. The result of the inspection was that maintenance including brush, tree, and sediment removal is necessary. During the next two weeks, contractors will be walking the drain/drainage easement to prepare their bid for the work. A follow-up letter will be sent out once we know who the contractor will be and their schedule.

As soon as possible, please mark any and all structures in the drainage easement (invisible dog fences, underground sprinkling, sump lines/tile outlet, property corner pins, etc.). Contractors will not be held responsible for anything damaged that was unmarked.

Your cooperation is always appreciated in these matters. Should you have any questions, concerns, or input that you would like us to consider, feel free to contact us at (616) 994-4530 or email waterresourcescommissioner@miottawa.org.

Thank You,

Chris Machiela
Drain Inspector

cc: City of Ferrysburg

Encl: Map of the proposed drain maintenance area (on the back of this letter)
NORTHWEST OTTAWA RECREATION AUTHORITY
1415 Beechtree Street, Grand Haven, MI 49417
Phone: 616.850.5125 www.norarec.org

NORA ADVISORY BOARD MEETING AGENDA

Date: October 27, 2022 Time: 5:30 P.M. Location: ESC Building (GHAPS)

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


3. Approval of Meeting Agenda –

4. Approval of Consent Agenda –

A. Approval of Board Meeting Minutes of August 25, 2022 as printed.

B. Financial Reports:

1. September 2022 Financials – Revenue & Expense Sheet

5. New Business

A. Summer recap – Programs/classes/camps

B. Fall Programming - Updates

C. Funding Development & Community Foundation updates
6. Old Business
   A. Grand Haven City Appointed Board Member Opening
   B. November 8 – election day/millage

7. Public Comments

8. Advisory Board Comments


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

NORA ADVISORY BOARD MEETING MINUTES

Date: August 25, 2022 Time: 5:30 P.M. Location: ESC Building (GHAPS)

1. Call to order: Vice Chairperson – Ron Redick – Grand Haven Twp

        Frank Johnson - Robinson Twp. Rick Mikkelsen – Robinson Twp
        Ryan Cummings, Grand Haven Vacant - Grand Haven
        William Montgomery, Ferrysburg Craig Bessinger, Ferrysburg
        Chris Streng, GHAPS Chris Van Hekken - NORA
        Rebecca Hopp - At Large Jackie Rowland – NORA

    Absents: Taylor Schriber - GHAPS

3. Approval of Meeting Agenda – Motion by Hopp, 2nd by Johnson. Approved unanimously

4. Approval of Consent Agenda – Motion by Belter, 2nd by Hopp. Approved unanimously
   A. Approval of Board Meeting Minutes of June 23, 2022 as printed.
   B. Financial Reports:
      1. July 2022 Financials – Revenue & Expense Sheet

5. New Business
   A. Summer & Fall Programming – Rowland spoke about Summer programs and upcoming Fall scheduling. Lots of exciting programs starting up once school begins.
   B. Funding Development & Community Foundation updates: Van Hekken has met with 3 funding consultants and the Community Foundation about starting a non-endowment fund. Streng made a motion for NORA to apply for a technical assistance grant to help pay for the funding consulting firm. 2nd by Montgomery, motion passed unanimously.
   C. Director Review – Schriber & Johnson met with Van Hekken to perform the annual review of the director. Positive feedback and comments from the board members.
D. Grand Haven City Appointed Board Member Opening – Board position is posted on the NORA website and will stay there for at 30 days or until position is filled. Also contacted city officials to begin process of trying to fill this seat.

E. Selection/Approval of NORA Board Secretary for 2022-23
   - With McCaleb stepping down from the NORA, the board secretary position was voted on. Belter was selected to take over the role of secretary by the board. Montgomery was also selected to take over the treasurer position.

6. Old Business

   A. NORA Millage - Discussion on NORA millage for November 8, 2022 election. All municipalities approved the millage to be placed on their respective ballots.

7. Public Comments - NA

8. Advisory Board Comments – Comments from the board were positive surrounding the Summer & Fall programming. Also to pursue the funding consultant and technical assistance grants.

9. Next Scheduled Meeting – October 27, 2022

10. Adjournment

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NORA Secretary __________________________   Date __________________________
CALL TO ORDER AND ROLL CALL
The meeting was called to order at 5 p.m. by Board President Burton Brooks.

Present: Belter, Brooks, DeWitt, DeYoung (via phone), Lannon, Menerick, Rusco.
Staff: Martin
Others present: Caitlin Hickey, Kathy Osmun (via phone), Nancy Collins, Chelsea McCoy.

APPROVAL OF AGENDA
22-49 Menerick moved, DeWitt seconded, that the meeting agenda be approved.
Motion carried 6-0.

APPROVAL OF CONSENT AGENDA
22-50 Rusco moved, Menerick seconded, that the Consent Agenda be approved.
Approval of the August 15, 2022 special Board Meeting Minutes.
Motion carried 6-0.

PUBLIC COMMENTS
Caitlin Hickey stated she was unable to attend the August 15 meeting and asked what data was used to determine the salary increase for the building services technician. She expressed concern with equitable pay for those that work with patrons and that would affect the rest of the staff based on the salary study.

Kathy Osmun (via phone) informed the board that she has officially resigned from the library board and that there is no replacement for her vacated trustee position at this time.

TRUSTEE COMMENTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS
A. Union Petitions for Representation

At this point in the meeting it was decided to discuss the Interim Library Director contract and move the closed session to the latter portion of the meeting.

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org
B. Interim Library Director Employment Contract

22-51 Lannon moved, Rusco seconded, approval of the contract for Interim Library Director with John Martin.

Martin discussed changes/corrections, including:

- Moving start date to August 10, 2022.
- Vacation accrual – would this be as a new employee or a carry-over employee? The decision was to do this as a new employee.

Nancy Collins stated that the Library Board Bylaws require public comments can be offered after a motion is made but before the vote. Her question, the board had stated that John Martin would be hired as an independent contractor but it is proposed he be hired as an employee on an interim basis. Why the difference?

Belter commented it was either as an independent contractor or a salaried employee, whichever would best fit Martin’s situation.

Library attorney Karl Butterer expressed his legal opinion that it is not allowable to fill the Interim Library Director position as an independent contractor. He is currently in discussion with MERS over some of the aspects of Martin’s employment.

Motion carried 6-0.

C. Written Legal Opinion of Library Legal Counsel – Union Petitions for Representation

22-52 Menerick moved, Lannon seconded, to go into closed session pursuant to Section 8(h) of the Michigan Open Meetings Act to discuss the written legal opinion of legal counsel.

Roll call vote.
Belter – Yes
Brooks – Yes
DeWitt – Yes
Lannon - Yes
Menerick – Yes
Rusco – Yes

Motion carried 6-0.
The Board entered into closed session at 5:25 p.m.

Belter moved, DeWitt seconded, to come out of closed session.
Motion carried 6-0.
The Board returned to open session at 6:59 p.m.

TREASURER’S REPORT
No report
COMMITTEE REPORTS

Library Director Search Committee -- Menerick announced that the library received a technical assistance grant in the amount of $12,500 for the library director search from the Grand Haven Area Community Foundation.

DIRECTOR'S REPORT

Martin stated that he has talked to an individual, a private company, and the City of Grand Haven about providing financial and HR assistance to the library.

PRESIDENT'S REPORT

No report

PUBLIC COMMENTS

Chelsea McCoy referenced the meeting between the staff and board and the written statement distributed that represented 80% of staff comments. McCoy read a statement that continued those comments: "Sara and Amy, staff’s greatest advocates, left after experiencing poor treatment at the hands of the board. We want to protect ourselves from being the recipients of similar management. Our directors worked hard to develop a healthy environment for us and we are sad to see they weren’t given the same. Losing them has made us scared for what our future will be like. We don’t want to go back to the organization LDL was in the past which at times was very toxic. They made sure that staff was not being taken advantage of or for granted. In order to serve our community well, we want the board to make data-driven decisions instead of working off of personal feelings. By unionizing, we hope to strengthen our already amazing workplace culture and ensure that everyone who works at Loutit District Library receives necessary support, protection, and equal pay for equal work."

TRUSTEE COMMENTS

Menerick commented that she was delighted that the Library Director Search Committee received the grant from the GHACF.

ANNOUNCEMENT OF NEXT REGULAR MEETING DATE

A. September 13, 2022, at 5:30 p.m. in LDL’s Program Room B

ADJOURNMENT: 7:06 p.m.

Mary Jane Belter
Secretary

Burton Brooks
President

Prepared by Mary Jane Belter
The meeting was called to order at 5:30 p.m. in Program Room B by President Brooks.

Board members present: Mary Jane Belter, Burton Brooks, Caryn Lannon, Lisa Menerick, Cathy Rusco

Board members absent: Dave De Young

Board members joining by phone: Penni DeWitt

Vacancy: Robinson Township

Library Staff present: Marianne Case, Kerry Fitzgerald, John Martin, Chelsea McCoy

Others present: Carol Dawe, Director of Lakeland Library Cooperative

APPROVAL OF AGENDA
The following items were proposed to be added to the agenda:

Under Unfinished Business, consideration of a motion to amend the employment agreement with John Martin to eliminate the “Interim” label.

Under New Business, consideration of a motion to change the current Library Aide positions in Circulation to Library Assistant I positions with the corresponding starting pay rate of $13.75 per hour.

Under New Business, consideration of a motion to change the job title for the (new) director search from “Director” to “Executive Director”

Under New Business, consideration to approve payment in the amount of $5,850 to the company OrangeBoy.

22-49 Motion by Rusco, seconded by Lannon, to approve the Agenda as amended. The motion was carried 5-0.

STAFF PRESENTATIONS
Chelsea McCoy gave an update on how the library is informing the public about intellectual freedom and promoting a reading challenge for Banned Books Week throughout the month of September.

Kerry Fitzgerald gave an update on cataloging operations. The Library is a cataloging center, which saves approximately $9,000 per year over relying on Lakeland Library Cooperative, and depending on the item may be weeks faster.
LAKELAND LIBRARY COOPERATIVE UPDATE
Carol Dawe, director of the cooperative, also discussed the importance of cataloging. LLC serves the 37 libraries in the cooperative that do not do their own cataloging. The cooperative has been reviewing and updating their strategic plan and bylaws. She offered assistance with reviewing Loutit’s bylaws.

APPROVAL OF CONSENT AGENDA
A. Approve the August 23, 2022 special Board of Directors’ meeting minutes
B. Approve the July 2022 invoice payments in the amount of $251,349.71

22-50 Motion by Belter, seconded by Lannon, to approve the consent agenda. The motion was carried 5-0.

PUBLIC COMMENT
None

TRUSTEE COMMENT
Trustee Menerick described an inspiring visit to one of the branches of the Redwood City, California library, and described some of their programs and services.
https://www.redwoodcity.org/departments/library/

UNFINISHED BUSINESS

22-51 Motion by Menerick and seconded by Rusco, to amend the employment agreement with John Martin to eliminate the word “interim” from his title for the purposes of MERS reporting. The motion was carried 5-0.

PUBLIC COMMENT
None

NEW BUSINESS

22-52 Motion by Belter, seconded by Lannon, to approve $5,850 in invoices payable to OrangeBoy.
Chelsea McCoy explained that OrangeBoy is used for patron emails and tracking various library data to aid in decision making. Ms. Dawe added that many libraries use the product.

PUBLIC COMMENT
None

22-53 Motion by Belter, seconded by Rusco, to change the current Library Aide positions in Circulation to Library Assistant I positions with the corresponding starting pay rate of $13.75 per hour. The motion was carried 5-0.
Martin and Kim Rice, Head of Circulation, explained the difficulty in achieving proper staffing levels at a lower rate of pay. Menerick offered that Muskegon Public Schools are paying their aides $14.38 and Lannon offered that Spring Lake Public Schools are paying $15.00 (without benefits.)

PUBLIC COMMENT
McCoy commented that while it is important to raise the pay of the lowest positions, it is important to consider how any increase could affect the pay scale for all positions at the Library.
Dawe commented that pay increases could be done incrementally; LLC did it department by department.

Staff member Amy Van Oordt explained that the position is quite physically demanding.

22-54 Motion by Belter, second by Lannon to change the job title in the (new) director search from “Director” to “Executive Director.” The motion was carried 5-0.

The change is to the title only; it is being made because using the new title is the current trend at libraries and the probable expectation of director candidates.

PUBLIC COMMENT

None

TREASURER’S REPORT

A. General Fund Financial Report as of July 31, 2022
B. Maintenance Fund Financial Report as of July 31, 2022
C. Debt Service Fund Financial Report as of July 31, 2022
D. Bank Account Report as of July 31, 2022

Martin referenced the Bank Account Report and explained that there is a CD which was to have matured in August at Lake Michigan Credit Union. He has been unable to handle the matter due to the change of individuals who are authorized to access the accounts. He will be contacting LMCU soon. He also explained that the Library is still waiting to hear from the auditing firm as to their proposed schedule for conducting the FY 2021-22 audit.

COMMITTEE REPORTS

A. Building and Grounds Committee

No report

In response to a question, Martin explained that the regular lawn service company will be handling the fall leaf clean-up. He also reported that a new maintenance technician has been hired.

B. Executive Committee

No report

The committee will next meet on September 27 at 5:00 pm.

C. Finance Committee

D. Personnel Committee

Minutes from the joint Finance and Personnel committees of August 31, 2022 were reviewed. Martin explained that there is a meeting scheduled with the City of Grand Haven on Tuesday September 20 at 2:00 p.m. regarding their possible financial management of the Library.

E. Policy Committee

No Report
F. Financial Planning Committee
   No Report

G. Director Search Committee
   The minutes from the Committee’s meeting of August 9, 2022, August 12, 2022, and September 7, 2022 were reviewed. Rusco discussed the minutes and Belter reminded the Board that it is important to answer the questions asked of them by the recruiter, Mr. Keister. Martin will send the questions out again. Staff member Jeanette Weiden will discuss the questions with staff and encourage their response.

DIRECTOR’S REPORT
   Martin introduced and discussed new staff members, and indicated that changes still need to be made to the monthly planner.

PRESIDENT’S REPORT
   In response to a question, Ms. Fitzgerald indicated that the vinyl collection project has not yet begun. She is recruiting a volunteer to assist.

PUBLIC COMMENT
   Keith Coulson of Grand Haven, member of the Grand Haven Human Relations Commission, thanked Elizabeth Griffin for her assistance with Pride Month, with the Story Walk, and in efforts to highlight diversity.

   Margie Viveen of Grand Haven commented that while meeting at the Library for her 55th class reunion, she was excited to see an ad for the Dusty Dozen, a group of local historians, on the monitor screen. She thanked the Library.

   Nancy Collins of Grand Haven thanked the Board for their support of staff and asked the status of the unionization effort. She was informed that the ballots have been mailed out. The results should be available by the end of the month.

   Yvonne Olmstead of Grand Haven, staff member and member of the Friends of the Library, stated that the Friends are happy to be able to run the Cheapstacks bookstore and support the library.

   Chelsea McCoy of Muskegon, staff member, stated how appreciative she is of the support for banned and challenged books. She also explained that this has been a difficult and trying time for the staff and would like information on the status of the transition and if there are plans to hire an assistant director. She urged the Board to keep in mind that at this time Martin is the only employee in a leadership position. This makes the day-to-day operations of the library more difficult and will inhibit the implementation of special projects that are planned.

TRUSTEE COMMENT
   Belter thanked the Friends and Olmstead for their support and assistance in planning Martin’s open house.

   Menerick thanked the Friends and reported that the City of Ferrysburg has been happy to receive any unsold items from the Friends to give away, a program which is popular.
NEXT REGULAR MEETINGS
October 11, 2022—5:30 p.m., LDL Program Room B
November 8, 2022—5:30 p.m. LDL Program Room B

Meeting adjourned at 7:20 p.m.

Mary Jane Belter
Secretary
Mary Jane Belter

Burton Brooks
President
Burton Brooks

Prepared by Marianne Case, Accountant