December 14, 2022

To: Mayor and City Council Members

From: Craig Bessinger, City Manager

Re: Calendar of Meetings and Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tr>
<td>Dec 19</td>
<td>Monday</td>
<td>7:00 PM</td>
<td>City Council, City Hall</td>
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<tr>
<td>Dec 23</td>
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<td>Jan  5</td>
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<td>Planning Commission, City Hall</td>
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<td>2nd Quarter Water/Sewer Bills Due</td>
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<td>8:30 AM</td>
<td>Sewer Authority, GH City Hall</td>
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<td>Feb 15</td>
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NORTHWEST OTTAWA RECREATION AUTHORITY
1415 Beechtree Street, Grand Haven, MI 49417
Phone: 616.850.5125 www.norarec.org

NORA ADVISORY BOARD MEETING AGENDA

CITY OF FERRYSBURG

Date: December 15, 2022 Time: 5:30 P.M. Location: ESC Building (GHAPS)

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

   Frank Johnson - Robinson Twp. Rick Mikkelson – Robinson Twp
   Ryan Cummings, Grand Haven Vacant - Grand Haven
   William Montgomery, Ferrysburg Craig Bessinger, Ferrysburg
   Chris Streng, GHAPS Taylor Schriber, GHAPS
   Rebecca Hopp - At Large

3. Approval of Meeting Agenda –

4. Kennari Consulting – NORA presentation

5. Approval of Consent Agenda –

   A. Approval of Board Meeting Minutes of October 27, 2022 as printed.

   B. Financial Reports:

      1. November 2022 Financials – Revenue & Expense Sheet

6. New Business

   A. Fall & Winter programming updates – Programs/classes/camps

   B. Staffing – 2023 planning
C. – Next steps for NORA

6. Old Business
   A. Grand Haven City Appointed Board Member Opening

7. Public Comments

8. Advisory Board Comments

9. Next Scheduled Meeting – February 23, 2022

10. Adjournment
Call to order: Vice Chairperson – Taylor Schriber – GHAPS

Present: Mary Jane Belter, Grand Haven Twp.
Frank Johnson - Robinson Twp.
Ryan Cummings, Grand Haven
Craig Bessinger, Ferrysburg
Chris Van Hekken - NORA
Rebecca Hopp - At Large
Rick Mikkelsen – Robinson Twp

Absents: Chris Streng – GHAPS
Ron Redick – GH Twp
William Montgomery - Ferrysburg

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

Approval of Consent Agenda – Motion by Belter, 2nd by Hopp. Approved unanimously

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

B. Financial Reports:

1. September 2022 Financials – Revenue & Expense Sheet

New Business

A. Summer Recap – VanHekken highlighted the programs & registrations. For adults beach volleyball, kickball & softball were all very successful. Softball fields are in good shape. Adult softball maxes out at 20 teams due to field availability. For Youth – Archery increased registrations, sailing had over 50 youth registered and tennis went well. 25 kids from Grand Haven participated in the collaborative track meet in Zeeland. Rec Summer School was at capacity with staff, locations & budget. There were 100 kids on the waiting list that could not be accommodated this year. The hope is with additional funding, passage of the millage, there will be an increase in participants & sites in 2023.
B. Fall Programming – Updates – 5 weeks were added for beach volleyball this year and there are 20 teams participating in adult softball leagues. Pickleball is happening at Mulligan’s Hollow and is being instructed by the Lakeshore Pickleball group. Archery has over 60 kids this fall, Cross Country has 40 kids participating and there are 130 girls playing 4-6th grade basketball this fall. 9 of our programs have waiting lists and the need for additional funding for staff is paramount.

C. Funding Development – Contract has been signed between NORA & Kennari Consulting. Kennari will be working with VanHekken to get an overview of operations and begin cultivating a funding development plan. Meeting with GHACF has taken place as well about a potential role in future fund development.

6. Old Business

A. Grand Haven City Appointed Board Member Opening – VanHekken has had discussions with GH city manager to resolve this vacancy. Hope is to have filled by the end of November.

B. NORA Millage – Johnson & Mikkelson from Robinson Twp have been actively contacting residents. Several community members are not aware that NORA is not part of the GHAPS budget.

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.


10. Adjournment – Cummings moved, Hopp second. Approved unanimously

______________________________  ________________________
NORA Secretary                Date
A SPECIAL JOINT MEETING OF THE
LOUTIT DISTRICT LIBRARY BOARD OF TRUSTEES
and the
EXECUTIVE DIRECTOR SEARCH COMMITTEE

Date: Tuesday, October 21, 2022
Time: 11:00 a.m.
Place: Loutit District Library, Program Room A

MEETING MINUTES

CALL TO ORDER AND ROLL CALL
The meeting was called to order at 11 a.m. by LDL Board President Burton Brooks.
Board members present: Belter, Brooks, DeWitt, Lannon, Longstreet, Menerick, Rusco
Board members absent: DeYoung
Search committee present: Golden, Layton, Weiden
Staff: Martin
By phone: John Keister, director search firm

APPROVAL OF AGENDA
The purpose of the special joint meeting was to interview three candidates for the position of Executive
Director of the Loutit District Library.

Motion to approve the agenda.
22-63 Motion by Rusco, second by DeWitt. Motion passed 10-0

PUBLIC COMMENT -- None

TRUSTEE COMMENT -- None

NEW BUSINESS – The Library Board and Director Search Committee interviewed three candidates for
Executive Director of the LDL. Interviews were conducted with:

11 a.m. – Emily Kornak
2 p.m. – Ellen Peters
4:30 p.m. – Jordan Wright

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 – www.loutitlibrary.org
The meeting was paused after each candidate’s interview.

PUBLIC COMMENT
Roger Cotner commented on the candidate’s qualifications and thanked the board and committee for their work on the selection process.

TRUSTEE COMMENT — None

NEXT REGULAR MEETINGS
A. November 1, 2022, 5:30 p.m., LDL Program Room A (change in date from Nov. 8, 2022)
B. December 13, 2022, 5:30 p.m., LDL Program Room A

ADJOURNMENT
Meeting adjourned at 5:30 p.m.

Respectfully submitted,
John Martin, Library Director
A SPECIAL JOINT MEETING OF THE
LOUTIT DISTRICT LIBRARY BOARD OF TRUSTEES
and the
EXECUTIVE DIRECTOR SEARCH COMMITTEE

Date: Tuesday, October 25, 2022
Time: 5:00 p.m.
Place: Loutit District Library, Program Room B

MEETING MINUTES

CALL TO ORDER AND ROLL CALL
The meeting was called to order at 5 p.m. by LDL Board President Burton Brooks. Board members present: Belter, Brooks, DeWitt, DeYoung (via phone from Texas), Lannon, Longstreet, Menerick, Rusco
Search committee present: Golden, Layton, Weiden
Staff: Martin
By phone: John Keister, director search firm

APPROVAL OF AGENDA
The purpose of the special joint meeting is to review candidates for the position of Executive Director of the Loutit District Library.

Motion to approve the agenda.
22-64 Motion by Rusco, second by DeWitt. Motion passed 10-0
Discussion:
Belter: Under unfinished business: Review/discussion of the 3 candidates for the position of LDL Executive Director

PUBLIC COMMENT
Roger Cotner: he sat in on 2 of the 3 interviews, most impressed with both candidates. Came in with 2 individuals he liked. Prefers Ellen Peters. Elaborated on the reasons for his preference. Said the board has the option to make a decision, or continue with interviews

TRUSTEE COMMENT

UNFINISHED BUSINESS

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.louttitlibrary.org
A. Review/discussion of the 3 candidates for the position of LDL Executive Director
At the suggestion of search committee member Golden, board and search committee members reviewed strengths and weaknesses of the three Executive Director applicants. After discussion, members submitted their top choice to Search Committee Chair Rusco.

LDL Trustee Penni DeWitt left the meeting at 5:25.

John Golden thanked everyone for the discussion. Brooks proceeded with a poll, by paper, of the Board and Committee members. After reviewing, Brooks announced that all 10 members recommended Ellen Peters as their top choice.

22-65 Motion by Rusco, second by Mernerick, that the LDL Board and Director Search committees recommend to the LDL Board that the position of Executive Director be offered to Ellen Peters, and, if she declines, the position will be offered to Emily Kornak.
Vote: 9-0

John Keister said he will handle the reference checks and issue a report to the board. Board President Brooks will work with him on salary and benefits.

Roger Cotner: the board made the right choice
MaryAnn Herbst: Appreciated the discussion of the candidates prior to the vote.

It was determined that Ms. Peters and the other candidates will be contacted after the meeting by Rusco and Keister.

22-66 Motion by Mernerick that the LDL Board of Trustees offer the position of LDL Executive Director to Ellen Peters. If Ellen Peters declines, the position will then be offered to Emily Kornak. The motion was seconded by Lannon. Vote 6-0

PUBLIC COMMENT
Kim Rice (staff) commented that she appreciated the board decision.

TRUSTEE COMMENT
Longstreet questioned if staff is in favor of this decision. Weiden responded affirmatively for staff, and that staff were please with both top candidates.

NEXT REGULAR MEETINGS
A. November 1, 2022, 5:30 p.m., LDL Program Room A (change in date from Nov. 8, 2022)
B. December 13, 2022, 5:30 p.m., LDL Program Room A

ADJOURNMENT
Meeting adjourned at 6:05 p.m.

Mary Jane Belter, Secretary, LDL Board of Trustees
The meeting was called to order at 5:31 p.m. in Program Room A by President Brooks.

**Board members present:** Mary Jane Belt, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Marc Longstreet, Lisa Menerick, Cathy Rusco

**Library Staff present:** Katie Alphenaar, Marianne Case, Marty Lidacis, John Martin, Chelsea McCoy, Jeanette Weiden

**Members of the Public present:** Nancy Collins

**APPROVAL OF AGENDA**

**22-63** Motion by Menerick, seconded by Lannon, to approve the Agenda revised to remove the Search Committee Report from Committee Reports. The motion was carried 8-0.

**APPROVAL OF CONSENT AGENDA**

A. Approve the October 11, 2022 meeting minutes
B. Approve the October 21, 2022 special meeting minutes
C. Approve the October 25, 2022 special meeting minutes.
D. Approve the non-resident library card fee for the period of January 1, 2023 thru December 31, 2023 at a rate of $75.00 per family
E. Approve the library closed dates for 2023
F. Approve the September check register in the amount of $204,773.58

Corrections: De Young attended the special meeting on October 25 by phone. DeWitt left the special meeting on October 25 at 5:25 p.m. On the page 11 memo, the 2020 number of cards sold should be changed from zero to one.

**22-64** Motion by Belt, seconded by Menerick, to approve the consent agenda as corrected and amended. The motion was carried 8-0.

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

Longstreet asked if the staff is in agreement with the choice of Ellen Peters as Executive Director. Staff Member Jeanette Weiden responded that they are. DeWitt asked if the Library had looked into using a refuse company other than Republic Services. Martin explained the Republic’s fees are lower than the previous company the Library was using, Waste Management. DeWitt also asked about payments made to other libraries. Martin explained that the smaller payments are fees for lost books that patrons paid to Loutit but are due to the other libraries, and the larger payments are payments required due to contractual agreements with Howard Miller and Spring Lake.
UNFINISHED BUSINESS

Executive Director Search Update:
Ellen Peters has rented a house in Grand Haven and will be moving soon. Her tenure as director will begin on December 5. Martin will stay on through a transition period yet to be determined. Peters has received a copy of her employment agreement from Martin, and her background check is nearly complete. Martin will arrange for her to complete her pre-employment health screening in the Lansing area.

NEW BUSINESS

Discussion of proposed amendments to the Library By-Laws
The board referred to the memo prepared by Martin on page 16 of the meeting packet and reviewed the suggested amendments. These include amending “Library Director” to “Executive Director” wherever it appears, eliminating “Approval of Minutes of Previous Meetings” from the agenda because that is included in the consent agenda, and removing item “d” from article VII, which allows for additional public comment periods after each motion due to also having two dedicated public comment periods near the beginning and end of the meeting.

Each agenda will refer to the Guidelines for Public Comment (see attachment) although the full language will not be copied. Item 3 and 4 of the Guidelines will be combined to read, “Public comment will be limited to 3 minutes, once per public comment period as noted on the agenda.” Public comments will be directed solely to the President and not toward other members of the public or Louttit Staff who may be in attendance.

The Board will vote on this matter at the December regular meeting.

Discussion of Staff Luncheon—December 2022
Martin will consult the calendar to confirm a date, likely mid-week. Belter will coordinate between the staff and the Board.

2-65 Motion by Belter, seconded by Lannon, to approve the revised committee list with the addition of Karen Sherwood to the Personnel Committee. The motion was carried 8-0.
The committee and board lists will no longer include any member’s personal email or telephone information. The Library’s email and phone number will be used instead.

2-66 Motion by Belter, seconded by Menerick, to approve the Executive Director Work Agreement and employment offer to Ellen Peters. The motion was carried 8-0.
The agreement is essentially the same as that which was made with John Martin with updates to the wages, benefits, and vacation.

2-67 Motion by Menerick, seconded by Belter, to approve the revised executive director job description to remove the language that a CPA certification is recommended. The motion was carried 6-2 with Lannon and DeWitt dissenting.
It was explained that this language was added specifically for Sara Derdowski’s anticipated tenure in the position, and as the financial management has now been outsourced to the City of Grand Haven it is now obsolete. After a discussion, it was decided that it was not necessary for this matter to go to the Personnel Committee prior to a vote by the full board.

2-68 Motion by Rusco, seconded by DeWitt, to reinstate the Assistant Director position and refer to the Personnel Committee to work on the details with Peters after she starts. The motion was carried 8-0.
TREASURER’S REPORT
A. General Fund Financial Report as of Sept 30, 2022
B. Maintenance Fund Financial Report as of Sept 30, 2022
C. Debt Service Fund Financial Report as of Sept 30, 2022
D. Bank Account Report as of Sept 30, 2022

Martin reviewed the reports.

COMMITTEE REPORTS

A. Building and Grounds Committee
   No Report. There are items coming up which can be addressed in January.

B. Executive Committee
   No report.

C. Finance Committee
   No report. Martin noted that the auditing firm is working remotely, but has not yet estimated a completion date. The next meeting of the Committee is scheduled for Tuesday, December 6 at 4:30 p.m. Peters and the auditor should be in attendance. The completed audit will be presented to the full Board in December.

D. Policy Committee
   No Report. The Committee will meet to review and revise policies after Peters begins work.

E. Personnel Committee
   No Report. As noted in motion 2-68 above, the Committee will meet with Peters to discuss the position of Assistant Director on January 3, 2023 at 4:30 p.m.

DIRECTOR’S REPORT
Martin reviewed his written report. Katie Alphenaar, head of Reference and Information, is now in charge of the vinyl collection and reviewed the progress of the work. Jeanette Weiden, Genealogy Specialist, has again organized the annual Cemetery Walk. Marty Lidacis, Building Services Technician, is working with Dykstra Landscaping to obtain bids on the removal of trees and bushes that are dead or dying. He has repaired air-handling units and is also interviewing and soliciting proposals from cleaning services to replace the current provider. De Young suggested looking into contracting for this with the City of Grand Haven. Four new employees have been hired for Circulation; three are 24 hour positions and one is a substitute. Staff in-service day is November 11.

PRESIDENT’S REPORT
Brooks thanked the staff for their attendance and input and Martin for his willingness to help during the transition period. He congratulated all who assisted with the process of selecting a new executive director. He asked that a new staff directory be created.

PUBLIC COMMENT
Nancy Collins of Grand Haven asked to retain the public comment periods after each motion and that meeting agendas and packets be made available online prior to meetings for better public access.
TRUSTEE COMMENT

Menerick stated that she supports the idea of a handbook for staff members and is willing to help with drafting one.

Rusco believes the day of candidate interviews was very positive and thanked the staff for their attendance.

De Young asked about the status of addressing MERS issues. Martin explained that is now in the hands of the City as per the agreement with them. De Young believes this should be at the forefront of future meetings and his understanding is that the Library has a $1.1 million deficit in retirement funding. He would like to use any excess funds toward this obligation.

Belter would like to add the Public Comment Guidelines to the committee meeting agendas to ensure consistency across all meetings.

Brooks asked about the current distribution mechanism of meeting agendas. Martin replied that agenda are posted on the two public bulletin boards at the patron entrances. Chelsea McCoy, Community Engagement Librarian, said that if she would be included on the email distribution list for them or otherwise have them provided to her, she would ensure the agendas are posted to the website. There was discussion about if the entire packet or just the agenda should be posted. It was noted that the Library currently has no administrative assistant whose job would include performing such tasks.

Nancy Collins informed the Board that the City of Grand Haven and Ottawa County provide packets to those citizens that request them. The Board will further discuss.

Menerick questioned the continued provision of a monthly cell phone reimbursement to supervisory staff. It was suggested to revisit this issue when discussing the budget.

NEXT REGULAR MEETINGS

December 13, 2022—5:30 p.m., LDL Program Room A
January 10, 2023—5:30 p.m. LDL Program Room A

2-69 Motion by Belter, seconded by Menerick to adjourn the meeting at 7:45 p.m. The motion was carried 8-0.

Mary Jane Belter
President
Burton Brooks

Secretary
Mary Jane Belter

Prepared by Marianne Case, Accountant