

Livingston County Library Board of Trustees

Minutes of the January 18, 2024 Meeting

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:07 p.m. on Thursday, January 18, 2024 in the Court Room, 2nd level of the Main Library. Those in attendance were Crystal Narr, Sadie Beetsma, Sherry Parks in person. Rachel Hershberger attended via Zoom. Daniel Savage arrived at 4:28 pm. A quorum was met. Library Director Sue Lightfoot-Horine, Kirsten Mouton, Adult Services Coordinator, and Jodi Moore, Youth Services Coordinator were also in attendance in person.

Guest comments & correspondence

Previous to the meeting, guest James Wetzel contacted Sue Lightfoot-Horine, Library Director, to apologize and postpone his audience with the Library Board until February. His original request for an audience dates back to November, 2023 and has been postponed since then. There were no guests in attendance and no correspondence read.

Approval of Previous Minutes

A motion was made and seconded to accept the December 21, 2023 meeting minutes as presented (Beetsma/Parks). The motion was unanimously approved.

Bills and Financial Statements

The December 2023 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements (Parks/Hershberger). The motion was unanimously approved.

Unfinished Business

- A. Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs on tap for 2024. She relayed that plaster has been found on the floor in the Court Room while checking heating during the winter snow storms and windchills this week to add to our list. The list included the downstairs bathroom remodel, access door to sump pumps, exterior lights painted, and 1st floor staff room remodel.
- B. Jodi Moore, Youth Services Coordinator, discussed the Lillian DesMarias Youth Library needs. She inquired about landscaping at the READ sign to include a flag pole, outside outlets and inside the storage room for more outlets that are needed for the custodian's equipment and tools.
- C. Sue Lightfoot-Horine, Library Director, read the Resolution/Ordinance dated 01/18/2024 for the changes to the LAGERS benefit for Library Staff. As the public comment waiting period has expired with no comments heard, the Library Board can move forward in adopting this Resolution/Ordinance to begin February 1, 2024. A motion was made and seconded to approve the LAGERS Resolution/Ordinance (Parks/Beetsma). The motion was unanimously approved.
- D. There were no policies to review. Sue Lightfoot-Horine talked about the policies/procedures/protocols regarding infestations and how it is necessary to order the

same or similar equipment for the Lillian DesMarias Youth Library since there has been more incidents of late.

- E. The 2024 Budget Finalization was reviewed as the Library Director provided the Library Board the working documents concerning payroll increases have been handled and assessed to ensure equality and fairness to retain Library Staff. Questions were fielded by the Library Director from the Library Board about years of service, LAGERS benefits, staff's educational background considerations, etc., for them to have a better understanding of the complexity of payroll for the 21-member staff.
- F. The Livingston County Memorial Library 100th Year Anniversary on February 12, 2024 of the Library Federation was discussed as plans are coming together for this big event.
- G. No other unfinished business came before the board.

New Business

- A. No new business was brought forward at this time.

Reports

Board members listened to the highlights of the Library Director, Adult Services Report, Youth Service Report, and Teen Services Report from respective staff members.

Adjournment

A motion was made to adjourn and was seconded (Beetsma/Savage) at 4:58 pm. The motion was unanimously approved.

The next meeting will be held on Thursday, February 15, 2024 at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director