

## Leelanau Township Library Board of Trustees Meeting Minutes for May 15, 2023

Present: Rick Gans, Jamie Scripps, Mary Robertson, Dale Lersch

via Zoom: Pat Noftz

Members absent: Mark Morton, Amanda Kruk

Staff Present: Julie Alpers-Preneta, director

Friends Present: Silvia Gans

Public Present:

1. Call to order by Mary Robertson. Called to order at 7:04pm
2. Approval of April Minutes. Rick Gans moved to approve, Pat Noftz to second
3. Public Comment
  - a. No comment
4. Directors Report.
  - a. Julie read Director's Report for April 2023
  - b. Mary suggested outreach to Northport school about the summer reading program
  - c. Dale suggested a poster with photos to better show the 'library of things'. The current list is a journal. Mary suggested a story in the paper for marketing
  - d. Review of budgets. Jamie moved to approve the budget report, Pat to second.

### ACTION ITEMS

- Julie to continue to track Amazon bill with the Township
  - Rick to follow up Netlink quote, specifically on labor charges
5. Old Business
    1. Report on Intergovernmental Committee
      - A. Rick to continue conversations
        - a. A budget for a grant writer and facilities are both being discussed and pending final decisions.
        - b. The library needs private spaces for business meetings, interviews, etc. and can use this funding
        - c. Nothing new will be reported for next month and item can be removed from minutes
      - B. Jamie recommended new contact for facilities

### ACTION ITEMS

- Rick to follow up with Julie once completed
2. Policy Manual Update
    - A. Julie to review the new items (financial and personnel). Items were updated by Julie but did not include Mark's items
    - B. Table review further since Mark
    - C. Mary to note a couple of small changes to Julie that have been recorded under action items

- D. Jamie to note items under 8.2 credit and debit purchases on page 18.  
Remove “debit and credit card” phrasing
- E. Mary to note page 6
- F. Julie to mention PTO on page 31 as hours versus “full day”/ “half day”
  - a. Instances like leaving a bit early can be handled as scheduling rather than PTO
- G. Defer for another month to approve. Julie to make small changes before Mark reviews

#### ACTION ITEMS

- Page 19 to update director approval
  - Page 30 personnel policies. Update to remove ‘departments’ phrasing
  - Page 18 Debit and credit cards. Remove “debit and credit card” phrasing.
  - Page 5 collection. Add newspapers to offerings
  - Page 6 ILL needs to be added in parenthesis in its first mention
3. Director Retirement Account
- A. Rick has good news. IRS allows a “simple IRA” with one form per employee. Requires employer to contribute 3% and employee to contribute 2% - mandatory. Optional for part time folks
  - B. Vanguard noted as the best company to proceed with simple IRA due to following items: 1-800 number provides good support, administrative fees are the smallest (percentage and yearly fees), and a great variety of funds to choose from - many based on the year expected to retire.
  - C. Jamie to move to approve, Rick to second

#### ACTION ITEMS

- Rick to provide employees resources and contact information for Vanguard and options for the simple IRA
6. New Business - none
7. Public Comment
- No paper printout for meetings going forward. Rather, it will be displayed on the screen through Zoom so remote attendees can view as well
    - Minutes also to be posted on the library website going forward. Rick to note that invoices should be included
  - Discussion about the library logo versus the friends of the library logo, specifically in reference to the Northport-Omena calendar. Resolution that the friends can create their own new logo if desired
8. Adjournment
- a. Rick moved to adjourn at 8:02pm
  - b. Pat to second
  - c. Next meeting scheduled for June 19 at 7:00pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary