



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

Leelanau Township Library Meeting of the Board of Trustees Monday April 17, 2023 7-9 pm in the Library and on Zoom

Meeting ID: 482 391 5571

1. Call to Order

2. Approval of March Minutes

3. Public Comment

4. Directors Report

5. Old Business

- 1. Report on Intergovernmental Committee**
- 2. Policy Manual Update**
- 3. Director Retirement Account**
- 4.**

6. New Business

- 1. Approve Meeting Calendar**
- 2. Memorandum of Understanding: FOLTL Silvia Gans**
- 3. Remembering Mary Crowgey**

7. Public comment

8. Adjournment

Next meeting: May 15, 2023 at 7pm

Leelanau Township Library Board of Trustees Meeting Minutes 4-17-23

Present: Rick Gans, Mark Morton, Amanda Kruk, Mary Robertson, Jamie Scripps

Absent: Dale Lersch

Public: Silvia Gans, Sarah Murphy, Susan Husken, Patty Noftz (via zoom)

1. Mark Morton called the meeting to order at 7:01pm
2. Rick Gans motion to approve the minutes draft, Jamie Scripps second a. Julie Alpers-Preneta made a correction: 40 digital items added was abnormally large due to using up budget, not 99 as was written.
b. Rick motion to approve the minutes with the amendment, Mark second.
Unanimous.
3. Public Comment
 - a. Amanda Kruk brings forth a public comment from Kris Ernst asking about CD donations. Julie suggests the Friends' annual book sale for his collection donation.
4. Directors Report
 - a. Julie states next month her report will include financial breakdown
 - b. Rick asked if the check written to Amazon was before April 1st. If it was, the township should have paid it. Julie to check and straighten out next time she meets with Rick to sign checks. In the future Rick will initial all invoices paid by the library as it is important that there be at least two people reviewing invoices.
5. Old Business
 - a. No report on Intergovernmental Committee. Rick explained the school board has not yet responded, the village council is interested but very busy with the Millpond, and Rick Cross of the township had been interested before he resigned. RG will approach all three again at a later date.
 - b. Policy Manual Update. Updated manual presented. Mark made many corrections and changes which will require an updated table of contents.
 - i. References to "the Township" have been changed to "the Library"
 - ii. Page 4. added section 7 to library bill of rights
 - iii. Page 6. changed "terminated" to "suspended." permanent suspension is still an option as long as it is detailed within the policy.
 - iv. Page 11. Under *Charges*, remove last line. Mary Robertson brought up a concern about items that the friends cover which are typically a part of a library budget as they are ongoing expenses. Silvia invited to comment: said the Friends are responsible for magazines, the copy machine, and Zoom. Patty Noftz invited to clarify that the Friends had purchased the copy machine. Silvia explained that the charge to print goes back to the FOLTL, and FOLTL pays the Zoom subscription since they share the account with the LTL.
 1. Jamie Scripps suggested that financial procedures should have a section re: what the FOLTL covers, Rick said we will discuss an agreement between FOLTL & LTL.

v. Page 13. Removed line unlawfully prohibiting firearms within the library. vi. Page 14. Mark added the lawful policies from MLA statement on firearms vii. Page 14-17. New section on financial procedures added and is to be reviewed thoroughly by board before next meeting. Rick suggested section 5.1 New Commitments should explicitly state an exemption for "cases where only one vendor is capable of providing a good or service" viii. Page 16.

1. Section 6.1 Julie says a "secure place" is needed. Need to purchase and install a safe. Julie has returned petty cash to Township and does not feel the need to keep cash in the library as she can use the new debit card.

2. Section 6.5 Rick says in the event of a checking overdraft, the bank will automatically draw from savings account.

3. Section 6.6 needs to be corrected to "Leelanau Township" 4.

Section 7.1.3 Need to discuss with lawyer how often to audit ix. Page 17.

1. Section 8. change title to "Debit or Credit Card Transactions" since at this time LTL only has a debit card

2. Section 8.3. change to "The Director and Treasurer"

x. Page 22. Julie informed the board that the computer policy agreement is no longer present upon startup or login to library computers and we need to get it back. Peer to peer sharing needs to be blocked. Julie is to call Netlink to ask what filters/blocks are available and which are necessary for CIPA compliance. Mark discusses the options and requirements when filtering computers. If filtering the computers, one of them needs to be left unfiltered and labeled as such for access to such things as medical information.

1. section 7- we discussed obscenity vs. nudity and what language to use. The board will continue to work on this to get it right.

xi. Page 29. Service. Section 4. Video magnifier is missing. Silvia said the FOLTL received \$400 from Lions Club and replacing missing video magnifier could be an appropriate use of those funds. Patty said we had one previously and will offer help to Julie in tracking it down. Board agreed the LTL should have one for library use and one for checking out.

xii. Page 30-31. Section 22. Employee Benefits. Discussed PTO, Holidays. Julie did not have an employee contract from Township. Rick suggested we should have a letter of agreement with Julie, Mark will supply Leland's letter as a template. At Leland, employees keep track of their own accrual of PTO but we have timesheets that could possibly be a record. We should discuss with Marilyn the ability to track accrual for PTO. Jamie agreed this accurate record would be wise for all parties, since upon termination LTL pays out the remaining PTO.

1. Rick and Mark to review and make changes, send revised copy to board at least one week ahead of next meeting for voting.

c. Director Retirement Account. Rick said TIA, Fidelity- no response. Conservancy uses Vanguard and recommend. Rick will meet with Vanguard representative week

of 4-24-23. In cursory review of provided documents, the investment account is free with a per person fee. Rick will talk with county libraries and governments to join for economy of scale. Julie had an account with the

Township where they contributed 10%. Board to retroactively contribute to Julie's retirement account to cover missed weeks. Part-time employee match system possible in the future.

d. Director annual reviews are done in a closed executive session. Board president meets with Director to discuss review.

6. New Business

a. Approve Meeting Calendar. changes: there is no annual Township meeting, no need to elect officers this year. Mary moved to accept the meeting schedule with those amendments and Rick second. Unanimous. The new millage request will need to be on the primary ballot in 2027.

b. Memorandum of Understanding: Silvia Gans requested that a joint committee be formed to create a Memorandum of Understanding between the Board and the Friends. We will use the Leland Library MofU as an example. Mark Morton and Amanda Kruk agreed to serve. Silvia to request two members of the Friends to participate at the General Meeting on April 24th

c. Discussion of the passing of Mary Crowgey. Board agreed to name the "Ms. Mary's Childrens' Corner" with a plaque or plaques with a photo. Wording discussed: "Ms. Mary's Childrens' Corner in Memory of Mary Crowgey, beloved childrens' librarian" Susan Husken suggested a children's garden on the east side of the building by the tree. Decided that Julie should finalize details of plaque(s) with the FOLTL. Julie asked that entire staff be allowed to attend funeral service which may require the library to be closed. Board agreed to the library could be closed.

d. Some discussion about how new library hours are going. Wednesday hours may need to be extended for summer. Hours to be revisited.

7. No Public Comment

8. Mark adjourned the meeting at 8:35 pm.

Next meeting: 5-15-2023 at 7pm

Minutes recorded by Silvia Gans, volunteer

Minutes submitted by Amanda Kruk, secretary



Directors Report March 2023

Visitors

851

Webvisitors

1571

Circulation

Adult 559

Childrens 214

Digital 468

New Card Holders 4

MeL

Items Borrowed 139

Items Loaned 74

Collection Development

Items added 139

Items weeded 47

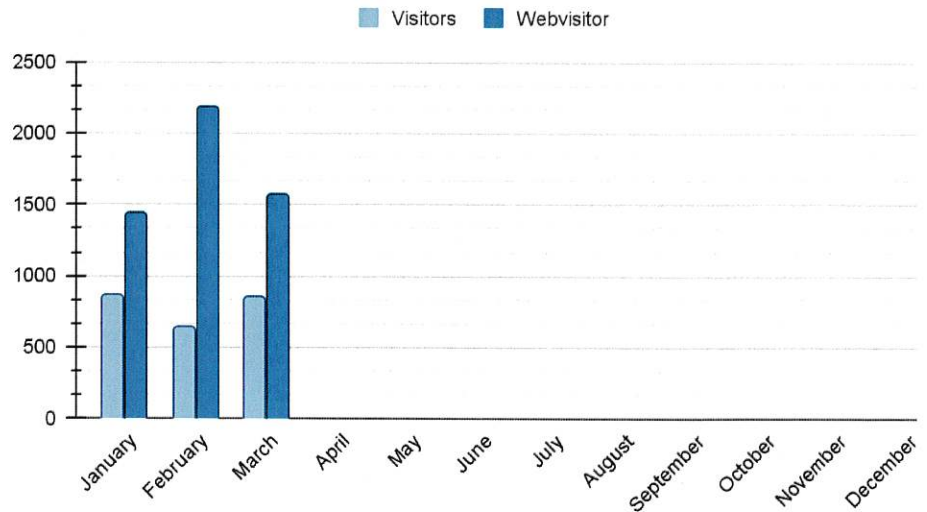
Digital Collection

Items added 36

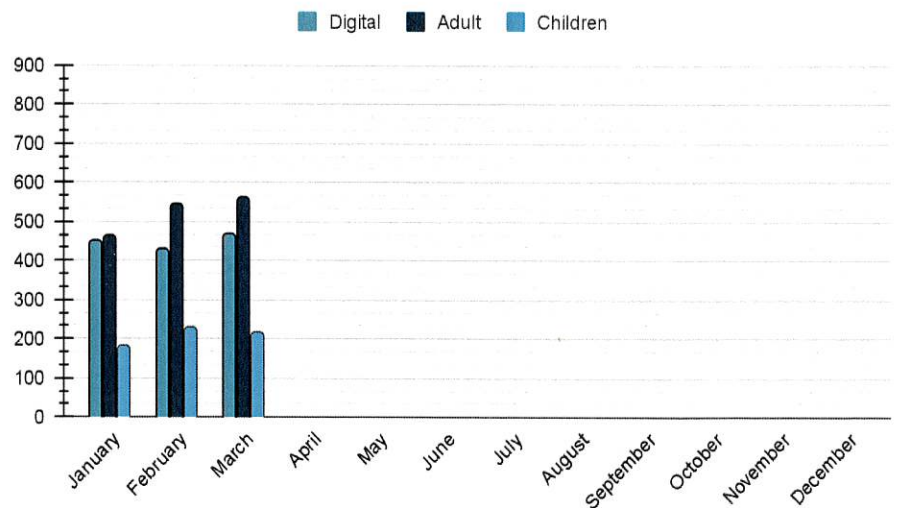
Programs

- Activity nights on Wednesdays in March and have had 41 children attend
- Book Group had 12 to discuss *Thinking Fast and Slow* by Daniel Kahneman
- Great Decisions Discussion Group 24 Participants for the month of March.

Library Traffic 2023



Circulation 2023



- Wigglers this month brought 9 children to the library on Thursday mornings.
- March Madness Children's Book Bracket: Three families participated

FOLTL Art in the Corner

- NPS High School Math
- Next up: Fiber Artists

Upcoming

- Book Group: Anxious People on April 26; These Precious Days on May 24
- FOLTL April Poetry Month Tuesdays at 7pm in the library
- Month of April: Michigan Financial Wellness Network, Smart Money MI Kids Read Program
- FOLTL annual meeting April 24
- National Libraries week April 23-29 Friends sponsored giveaway
- May 17: 2023 Climate Change Program with Chris Edwards
- June 7: The Story of the James Webb Space Telescope with Kurt Lauckner
- June 20: Michigan Notable Books Author Tour with Anne-Marie Oomen

Submitted by Julie Preneta, Director