

Leelanau Township Library Board of Trustees Meeting Minutes for February 27, 2023

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

via Zoom: Dale Lersch

Staff Present: Julie Alpers-Preneta, Director

Public Present: Marcia DeBoer, Jack Scripps

- I. Mark Morton called the meeting to order at 7:03 pm in the library and on zoom.
- II. Mary Robertson moved to accept the Minutes from the 1-23-23 meeting. Rick Gans seconded. Unanimous approval.
- III. There was no public comment. Public comment was addressed in reference to open meetings. Previously it had been suggested to allow 3 minutes at both beginning and end of the meeting. 5 minutes will be allowed for public comment.
- IV. Director's Report was presented. Julie Alpers-Preneta is willing to present an updated version for each board meeting which will be a guide to an overall use of the library. One addition will be the financials when QuickBooks will be installed soon to cover these details. Julie suggested new operating hours for Wednesday 9am-6pm. A Board tab has been added to the library website.
- V. Old Business
 - A. Intergovernmental Agreement was discussed with Rick Cross, Leelanau Township Supervisor, Mark and Rick (Gans.)
 1. Rick Cross addressed the building maintenance and utilities which will be continued and invoiced appropriate to the library space.
 2. Library to insure contents of library & liability
 3. One item will be to look into a better, more secure door on a supply closet outside of the township conference room which will need to be locked when the library is using the conference room and the township office is not open.
 4. The dedicated funds from the winter taxes will be deposited in the library account by April 1, 2023. Rick received general approval to sit and discuss with the Township Treasurer regarding transfer of winter taxes.
 5. Julie asked whether the library will be responsible for changing light bulbs and a custodian. Mark and Rick assured her this will continue to be covered under the township offices agreement, though it should be made explicit in the draft.
 6. Rick Cross will have a lawyer draw up the draft for discussion in both groups. This draft will be finalized for the next meeting.
 - B. Budget 23-24 draft is presented, highlighted items are draft/estimates

1. Staff salaries to go up 9%, item also includes new hire (not raised 9%), and adjusts for new operating hours (Monday & Wednesday)
2. Health Insurance options presented to Julie and she has offered her preference. Discussion to add a line item for health insurance with a limited stipend proposed for part time employees.
3. Proposed line item 710, a 401k or pension matching account. Currently, Julie has a 10% contribution from the Township.
4. Book budget going down after generous budget last year
5. Friends of the LTL line item will be added, they provide the cost of periodicals at \$2,000
6. Leelanau Twp Community Foundation fund is for special projects estimated at \$1,000.
7. Doug Whitley had previously recommended a grant writing and strategic consultant be used to form a task force to update facilities and present direction for moving forward. New line item "801.4-Consultants" proposed \$40,000, later corrected to \$15,000.
8. May consider a member of the library staff become a notary as a service offered to the community. New item 717.3
9. Discussion regarding newspaper subscriptions, line item 743. Currently the library receives the Leelanau Enterprise weekly and New York Times Sunday edition. Discussion about adding to the Record Eagle, Wall Street Journal, WAPO, either physical and/or online/digital access. These will be considered in the future.
10. Consideration to build up the funds and reserves currently projected at \$69,224.82.
11. Suggestion new line item 801.5 for honorarium allocating \$50.00 per meeting as payment to a recording secretary. Marcia DeBoer is filling this position today as a volunteer.
12. Budget is a living document and can be changed with a vote of the board members.
13. The goal is to build reserve fund
14. The budget will be proposed to the public at the hearing next month at 7pm, March 20 and will be voted on at the board meeting to follow directly after.

VI. New Business

A. Policy Manual needs to be updated.

1. Make sure to change wording to remove references to Township Council
2. One item will be if a complaint comes up about a book which an individual would like the library to ban. One approach is to have the person first bring the complaint to the Library Director. The Director will give a decision. If the person disagrees with the decision, they will be able address the Board at a Board Meeting.
3. Library bank accounts have been set up and signed by Mark, Rick and Julie. Discussion about Quickbooks and checks. Invoices will come in and

Julie will share them with Rick to be approved to take funds from a line item.

4. An intergovernmental committee will be developed between Northport Public Schools, Village of Northport, Leelanau Township, and Leelanau Township Library to communicate the needs and desires of the communities. Rick volunteers to go before the bodies to request participants. He will propose meeting 4 times a year.

VII. There was no public comment

VIII. Mark called for a motion to adjourn the meeting. Rick moved the motion and Mary seconded, all approved. Meeting adjourned at 8:17 pm

IX. Next meeting date March 20, 2023

Records taken by Marcia DeBoer and Amanda Kruk
Minutes submitted by Amanda Kruk, secretary