

Leelanau Township Library Board of Trustees Meeting Minutes for March 20, 2023

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

via Zoom: Dale Lersch

Members absent: Mary Robertson

Staff Present: Julie Alpers-Preneta, director

Friends Present: Sarah Murphy

Public Present: Susan and John Husken

- I. Call to order. Mark Morton, president, called to order at 7:04pm
- II. Approval of February Minutes. Rick Gans moved to approve, Jamie Scripps to second
- III. Public Comment
 - A. Susan and John happy to be here
- IV. Directors Report. Julie read Director's Report for February 2023
 - A. Rick suggested year to year comparisons
 - B. Dale Lersch asked about Wednesday hour expansion with kids events. Julie explained that 6pm is an appropriate time to close as the child activity would be over based on prior event history
 - C. Julie explained "99 items added" was abnormally large due to using up budget money

ACTION ITEMS

- o Mark Morton to offer spreadsheets from Leland Library for Julie's use in future year-to-year comparisons in the Director's Report.
- V. Old Business
 1. Intergovernmental Agreement
 - A. Mark reviewed changes outlined in Intergovernmental Agreement
 - a. Leelanau Township Library is the name to be used going forward
 - b. Paragraph 6a re: capital improvements has been eliminated
 - c. Blueprints were pulled to add up square footage and specify percentages of utilities. Library approx. 2700 sqft, Twp approx. 1900 sqft
 - i. Internet usage bill to be received by Julie, director and then split with township accordingly
 - d. Rick suggested equal indemnity for the Library that can be added as paragraph 15.
 - B. Janitorial and maintenance between library and township may need to be added or documented in separate document
 - C. Rick moved to approve WITH AMENDMENTS (indemnification clause and janitorial), Jamie to second. Unanimous approval.

ACTION ITEMS

- Julie and Rick to review internet utility bill and determine/confirm correct split with township
 - Mark to discuss janitorial and maintenance in addition to indemnity going forward with township
2. Report on Intergovernmental Committee
- A. Rick has only heard back from Chris McCann (president of Village Council) so far but plans to go to meetings of Township & School Board to make public comment to form this committee. Hopes to begin meeting in summer.
3. Policy Manual Update
- A. Noted references not updated from “township board” to “library board”
 - B. Amanda moved to adopt policies with updated references, Rick to second

ACTION ITEMS

- Update all references from “township board” to “library board”
4. Tax Dollar Transfer
- A. Mark noted bookkeeper cannot meet until March 30/31st but this will not impact transfer
 - B. Rick asked about payroll continuation. Mark noted payroll will be continued by Marilyn or Norma
 - a. Julie noted next pay period ends on 25th, then every 2 weeks. Mark notes proration will be needed between the 25th and 31st
 - b. Mark confirms direct deposit will be continued with new payroll
 - c. Rick notes he will come in at same time as Marilyn to sign checks.
 - d. Rick to follow up on any bills that may come months down the line prior to April 1st
 - e. Rick mentioned workman’s comp to go in effect April 01
 - f. Special donations will be given to the library in addition to tax dollars
 - g. Certificate of Deposit to mature in summer and will be handed over by Township.
 - h. As a board can decide on additional funds. Mark noted generally 50% of budget as contingency

ACTION ITEMS

- Rick to watch for any future bills that date prior to 01 April 2023
- Board to vote on how to allocate the Certificate of Deposit funds that will mature in summer

VI. New Business

1. Approval of FY 23/24 Budget

- a. Workers comp insurance was increased due to estimate based on Leelanau Library
- b. Line item 710 was proposed to be 401k matching. Needs to be added
 - i. Rick determined amount to be \$10k
- c. Line 801.4 typo to "consultants"
- d. Rick moved to approve budget, Amanda to second. Unanimous.

2. Director Retirement Account

- a. John Hancock cannot do account for single persons, so a new company is needed. Rick suggested research into TIAA Cref and Fidelity. Mark and Rick assure Julie will get any months if missed during this transition.
- b. Retirement options also desired for part time employees
- c. Julie asked about staff payment when the library is closed due to inclement weather. Determined that new personnel policies will need to be created

ACTION ITEMS

- Rick to research options going forward with consideration of fees and part time employees
- Dale to check and tell Rick who ShareCare uses, Rick will find out who the Conservancy uses
- Board to create own personnel policies including inclement weather, paid holidays and sick leave
 - Mark to provide Leland Library policies for reference

VII. Public Comment

- A. John asked about fiscal year dates. Confirmed April to March budget
- B. John asked about the salary decrease. Julie explained that the township overestimated the salaries previously and the current numbers were based off current salaries
- C. Susan asked for clarification on the display agreement
 - 1. Requested to change 'artist' to 'artist(s)' to not assume liability for others
 - 2. Mark suggested addition of "at directors discretion" on the agreement

ACTION ITEMS

- "At directors discretion" to be added to display agreement in policy manual
- Mark to review policy manual line by line and to update the board with any other changes needed

VIII. Adjournment

- A. Mark moved to adjourn at 8:06pm
- B. Amanda Kruk to second
- C. Next meeting scheduled for April 17 at 7:00pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary