

DRAFT Leelanau Township Board of Trustees Meeting Minutes for April 15, 2024

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

via Zoom: Dale Lersch

Absent: Mark Morton

Staff present: Julie Alpers-Preneta, director

Friends and Public Present: Silvia Gans, via Zoom: Patty Noftz, Anne Harper

- I. Mary Robertson called the meeting to order at 7:04
- II. Approval of Minutes.
  - A. Rick moved to approve the 3-18 meeting minutes, Jamie seconded. Unanimous approval.
  - B. Jamie moved to approve the 4-4 special meeting minutes, Rick seconded. Unanimous approval.
- III. Public Comment: Silvia said "Good work everybody!"
- IV. Director's Report
  - A. Visitors and circulations numbers still climbing
  - B. There has been a big purge of the fiction section
  - C. Discovered spring break is a great time for childrens' programming, not so much for adult programming
  - D. CD are gone, CD rack moved to new home in TC, making great space for events like poetry night.
  - E. Erin is weeding the Juvenile/YA books & relocating particular author's books to be all together and easier to find
  - F. New color printer is here and almost set up- currently cannot wirelessly print
  - G. Faxing is not a separate line, see no need to pay for a separate line
  - H. Seed library is here & some home-grown seeds have been donated
  - I. Annual report can be expected next month
  - J. William Kent Krueger event still need lights & sound, discussion with recommendations on who else to contact was had
  - K. Julie received praise for the Director's Report, citing impressive numbers
- V. Financial Report
  - A. Explanations for why certain budget items were in negative:
    1. Line 717.1 Property & Liability insurance paid in March for FY '24-'25, leaving a deficit of \$-4,083.
    2. Line 728 Repairs & Maintenance the fire extinguisher was checked unexpectedly, leaving a deficit of \$-160.20
    3. Line 730 Furnishings/Equipment - 2 bookcases were purchased, leaving a deficit of \$-647.84
    4. Line 744 Digital Materials went over expected budget, leaving a deficit of \$-381.65
  - B. Rick moved that for the '23-'24 Budget, in category 717.1 we increase budget by \$4083, in category 728 we increase by \$161, in category 730 we increase by \$648, and in category 744 we increase by \$382. Mary Robertson seconded. Unanimous approval.

VI. Old Business

- A. Strategic Planning: Julie, Mark, and Rick met with ReThinking Libraries to work next steps and a contract is expected by end of week. Jamie & Rick will review the contract. The proposal with an agreed upon flat rate w/additional facilities study was accepted. Schedule of meetings, visits, retreat, etc. will be laid during the kick off meeting. The kick off is scheduled for 5-15 on Zoom at 1pm. A special meeting of the board to approve the contract is scheduled for 5-14 at 8:45pm. We need to add the ReThinking checklist to the public record. Rick finished the grant proposal last week, it included the RFP and the ReThinking proposal plus the LTCF's required documentation. Joan Moore confirmed it had been received and their committee will review it after the May 1st deadline. They may ask for more info upon consideration. We asked for \$15,000.
- B. Director Evaluation: delayed to May when more of the board can be present.

VII. New Business

- A. Julie updated the meeting calendar for the next year. Jamie moved to approve the meeting calendar, Amanda seconded. Unanimous approval.
- B. Election paperwork: county clerk needs time to research exact requirements, deadlines, etc.

VIII. Public Comment

- A. Anne Harper asked if we planned to include director self-evaluations in our director evaluation process. Dale mentioned we had talked about it and need to clarify with Mark. Anne suggested it is very good practice to have director do the self-evaluation with goals and milestones for the upcoming year. Board members agreed this is a very good idea. Rick noted that the strategic plan will also include goals and milestones for the year. Anne also asked to clarify if we have dates for the survey yet- we do not. Lastly, Anne would like to be able to find an embedded hyperlink on the website to facilitate joining meetings via Zoom, rather than copy/pasting the info from the board packet. She also thanked the board for their work and service.
- B. Silvia Gans reviewed the meeting calendar and wondered if we could include the FOLTL joint meeting in March, and clarified that there is no date yet set for the June FOLTL annual meeting (it is a placeholder on the calendar). She then asked when will the Library need FOLTL support for the survey? After the kickoff we will know more, we'll need them for community meetings and this will all probably get started right in June. Silvia asked also if the board will want FOLTL representation in the retreat later in the year. The answer was "probably." Lastly, Silvia asked for one board member willing to come to the FOLTL general meeting on April 23 at 5:30 to talk about the strategic plan. Rick volunteered.

IX. Adjournment

- A. Mary moved to adjourn at 7:53

Next meeting: May 20, 2024

Notes recorded and minutes respectively submitted by Amanda Kruk, secretary