

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for December 18, 2023

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

Members absent: Dale Lersch,

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Alana Osumi, Anne Harper, Alison Arthur

- I. Call to Order. The meeting was called to order by Mark Morton at 7:01 pm.
- II. Approval of November Minutes
 - A. Public comment #1 is to be fixed to state Tom's charges per page while Huntington provides free faxing for customers
 - B. Title of Mike McMillian's position to be corrected to "Township Supervisor"
 - C. Rick moves to approve, Mary seconds. Unanimous approval.
- III. Public Comment, None
- IV. Directors Report.
 - A. Julie reviewed the report and mentioned overall numbers reflect the slower season of the library but digital circulation numbers are a bit higher. New families have joined the weekly children's program, new participants in the monthly book group.
 - B. Adding Hoopla, a digital media service for patrons, was discussed. Mark outlined use of Hoopla at Leland Public Library: Checkouts are currently limited to 4 per month - this limit is in place in part of the hard predictability in price because there are different fees for different circulations(e.g audiobooks are less than shows). Libby is overall currently more popular but there is use for Hoopla. Mark proposed a \$2,000 budget for the first year and the board agreed to kick this service off in January 2024 which will impact this FY. Jamie suggested an educational program teaching how to use Hoopla and other offered services.
 - C. Mary asked about outreach to NPS. Julie noted the kindergartners currently come to the library monthly for story time, receive library cards. Jamie suggested partnering with NPS to add the library card application to mailed packets kids receive annually before start of school year. This would likely be a coordination around July.
 - D. Julie noted that she plans to switch the LTL website from being hosted on Ploud to a site builder like Wix to improve the quality of the website and the user experience. Mark confirms that Leland Public Library uses Wix.
- V. Financial Reports
 - A. Rick moved to approve, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Rick is completing further research on this but no notable updates
 - B. Facilities Study Initiative
 1. Rick has new drafts for the township and village. Township version will be introduced in its January meeting. TBD for the village's introduction time
 - C. Budget

1. Julie reviewed the budget for FY 2024-2025.
2. Julie confirmed \$20,000 from Wells Fargo is not included on this budget as it will likely be received beforehand.
3. Mark led a discussion on salary increases for 2024. 4% for Julie, raise for Erin specifically due to extra duties (8%), Other employees increase at 4%(which follows the cost of living increase). A discussion around these increases included awareness that these salaries are paid with taxpayer money and that the increases need to be well explained.
4. An end of year bonus was discussed. Mark said that this could be allowed if it is budgeted for initially, but it was agreed that a salary increase is more beneficial for the employees and also caution against setting a precedent for expecting annual bonuses.
5. 703-707 are approximations until Marilyn works on them
6. 728. Repairs and maintenance was discussed about sharing with township, Rick suggested raising this line to \$1,000
7. 730. Furnishings costs to go down since no new computers are needed
8. 746. Mark mentioned the Library of things. Several ideas of items to add including color correcting glasses, a metal detector, a cricket loom. it was suggested to raise this line item to \$1,000.
9. 750. Hoopla costs need to move to 744
10. 760. Rick suggested adding to the PR/ad fund to let folks know what we have accomplished ahead of election year. Suggested \$1,500
11. 801.1 will go down since no longer in “set up” mode with Marilyn
12. 801.3 First time audit, keep at \$5000 until we know how much. Mark mentioned an audit cost about \$3,000 at Leland but that was during an unpredictable time of COVID lockdowns.
13. 850. adding a fax line so this increases.
14. 922. Julie has not seen a sewer bill yet, so this is an estimation.
15. If money allocated for construction is not used, Rick noted the budget will be updated accordingly

D. Memorandum of Understanding with the FOLTL

1. Since it is currently a draft, it is not being voted on yet. Friends also need to review.
2. Distribution- Julie has timing concerns, as the draft of the agreement suggests for the library to receive the funds in the 4th quarter of the LTL FY, giving Julie only 2-3 months to spend the funds. It was suggested that we move the distribution timing from Jan/Feb to around July.
3. Administrative functions- forwarding contact info of donors was discussed, possibly change the wording to include “with the exception of anonymous donors” to be clear that wishes for privacy will be respected

VII. New Business

- A. Mark distributed information about items that need to be done in the next year for the upcoming 2024 election of library board trustees. Election Day is November 5th. Each person should declare intentions to run. The deadline for delivery of

Library Board of Trustee affidavits of identity and nomination petitions to the Township Clerk is Aug 13.

VIII. Public Comment

- A. Anne Harper thanked the board for serving, asked all to speak up and to introduce agenda items/discussion topics more clearly for the public present as it is hard to follow dropping in via Zoom
 - B. Anne noted regarding salaries to very clearly note why increases are given since it is taxpayer money, specifically what portion is COLA (cost of living adjustment), what is due to comparable rates. Being clear about what we are basing salary increases upon increases public trust in the board.
- IX. Rick moved that the board enter into Closed Session at 8:15, Mary seconded.
Unanimous approval
- X. Amanda moved that the board return to open session at 8:17, Rick seconded.
Unanimous approval
- XI. Adjournment. Mark adjourned at 8:17pm

Next meeting is scheduled for January 22, 2024 at 7pm.

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary