

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for October 23, 2024

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

Absent: Mary Robertson

Staff present: Julie Alpers-Preneta, director

Friends and public present: Porter Abbott, Alana Osumi, and via Zoom: Patty Noftz

- I. Mark Morton called the meeting to order at 7:03pm.
- II. Approval of Minutes
 - A. Minutes were amended to change section VI. Old Business 3. To remove the last sentence.
 - B. Dale moved to approve the minutes as amended, Rick seconded. The minutes were approved unanimously.
- III. Public Comment: None
- IV. Director's Report
 - A. Julie Alpers-Preneta reviewed the Director's Report for September 2024. Visitor numbers strong. Weeding, especially non-Fic, going well. The circulation numbers still need some research. Entering the cost of each book added to the collection pre-2019 to the Apollo record is an ongoing project. Rick asked about fax usage in the library, and Julie confirmed the fax was used weekly this past summer. Jamie asked if there was any policy to notify Julie before coming in to use her as a notary, and Julie clarified that the website says to "call first;" however, a relaxed approach has not caused any issues so far.
- V. Financial Report
 - A. September marked the halfway point for the fiscal year, and the numbers are in good shape. A couple of the items discussed include:
 1. 709. Health Insurance. There is less than half left; however, this is due to how it is billed. Mark asked if there has been any notification of an increase for the following year as Leland's library was notified of a 15% increase. Since the renewal is not until April, there has been no notification so far.
 2. 850. Communications. The phone bill needs to be checked to see if the billing is accurate.
 - B. Rick looked at the library reserves, and the library has a little over \$200k. This amount of reserves, combined with the expected increase in revenue next year going up about 7%. The biggest short term capital expense in mind is a reconfiguration to the entrance of the library. Additionally, in the short term Rick would like to have at least \$100k total in CD's. The exact numbers and CDs (which range from 3-11 months) will need to be determined.
 - C. Dale moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business

- A. Strategic Planning: There was good feedback received from the strategic planning retreat and the strategic planning process continues. Drafts from the session are expected before the next meeting and will be made public.
 - B. Audit: The Audit Report completed by Tobin & Co. dated September 19, 2024 was reviewed by the board and discussed. Rick moved to accept the audit report. Amanda seconded. Unanimous approval followed.
 - 1. Mark will follow up and confirm how frequently the audit reports are needed - yearly or biyearly, including the financial statements.
- VII. New Business
- A. Foster Swift Engagement Letter: The board briefly discussed the engagement letter and confirmed the letter is fairly standard. The hourly rate is capped at \$245/hour.
 - 1. Rick moved to accept the Foster Swift Engagement Letter dated September 23, 2024. Jamie seconded. Unanimous approval followed.
 - B. Board emails and bios
 - 1. With election day approaching, Julie realized there were no updated biographies of everyone on the board as the most recent ones were on the township website and a couple years old. Julie will send these electronically to be edited and saved going forward.
 - 2. Julie will investigate options for the board to have emails created and used for official business
 - C. ALA Libraries Transforming Communities Grant: Mark brought this grant opportunity to the attention of the board.
 - 1. The board discussed the need for a public bathroom having been identified as a major area for improvement at the recent strategic planning session. Board members volunteered to reach out to local contractors to inquire for quotes in time for the December 11 grand application deadline.
- VIII. Public Comment
- A. Pattie confirmed that Mary was not in attendance and on vacation. Pattie also confirmed the 2 construction companies that were discussed as potential options for the bathroom remodel: Lord & Lady Construction, Mark Kellogg Carpentry, and Chris Frank.
- IX. Rick moved to adjourn at 7:53 pm.

The next meeting is scheduled for Wednesday, November 20, 2024 at 7pm.

Notes recorded by: Alana Osumi

Minutes respectively submitted by: Amanda Kruk, Secretary