

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for September 16, 2024

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

Absent: Dale Lersch, Mary Robertson

Staff present: Julie Alpers-Preneta, director

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

- I. Mark Morton called the meeting to order at 7:13pm
- II. Approval of August Minutes
 - A. Minutes were amended to change section VII. New Business A. to read: "PA 164 requires us to submit the library's annual needs to the township..."
 - B. Rick moved to approve the minutes as amended, Jamie seconded. Unanimous approval.
- III. Public Comment: None
- IV. Director's Report
 - A. Julie read the Director's Report for August 2024. There was a conversation around dropping circulation numbers compared to last year and how this trend of similar number of visitors but difference in circulation numbers was also seen in other libraries.
 - B. Julie plans to move books again, the fiction books need to be more accessible. Weeding nonfiction books, Erin weeding children's books.
- V. Financial Report
 - A. Some changes have not yet been made after approval last month but will be, which will rectify the negatives. A CD expired, Rick locked it into a new one. We have received 2 bills from ReThinking and one from Tobin.
 - B. Mark moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Retreat: 15 committed attendees. Hotel rooms comped, Rick also doing the lunch order. There may be a contract with a cleaning fee to sign.
 2. Fixed-Asset Policy:
 - a) Rick asked Julie about the needed inventory; Julie confirmed this was completed as needed. There were previously questions about the library collection numbers needed; however, this was clarified and a different request than inventory.
 - b) Depreciation was explained and clarified. Library shelving, for example, has a useful life of 20 years. Since ours is over 20 years old, it has a value of 0. Furniture and equipment has a useful life of 15 years- ours is over 15 years old and therefore also has a value of 0. Inventory is currently listed as a need every 5 years; however, technology value will need to be updated when it gets changed, as its useful life depreciates inside that timeframe.

- c) Rick moved to accept the Fixed-Asset Policy, Amanda seconded. Unanimous approval.
 - 3. Rick and Mark met with Township Supervisor Mike McMillan to resolve the confusion caused by a mistake in the Township's audit. The Library agreed to reimburse the Township \$1,600 for books paid for by the Township but not delivered before the date of transfer. The rest of the discussed funding was concluded to be in fact under the Township's management.
- VII. New Business
- A. Mid-Michigan Library League conference will be attended by both Mark & Julie. The MLA conference is next month.
 - B. The next two meeting dates were changed:
 - Rick moved to change the October meeting to October 23, Amanda seconded. Unanimous approval.
 - Rick moved to change the November meeting to November 20, Jamie seconded. Unanimous approval.
- VIII. Public Comment: None
- IX. Mark Morton adjourned the meeting at 7:44pm.

Next Meeting:

Wednesday, October 23, 2024 at 7pm.

Notes recorded by Alana Osumi

Minutes respectively submitted by Amanda Kruk, secretary