

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

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

Members absent: Dale Lersch, Jamie Scripps

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Alana Osumi, Pat Noftz, Anne Harper

- I. Call to Order. Mark Morton called the meeting to order at 7:02pm
- II. Approval of August minutes. Rick Gans moved to approve minutes, Mary Robertson seconded. Unanimous.
- III. Public Comment: None.
- IV. Director's Report
  - A. Julie presented the Director's Report for August 2023, highlighting that August remained busy due to extended opening hours. She also noted that Google Analytics would provide more accurate web visiting numbers in the coming months.
  - B. Rick inquired about the DAR program, and Julie informed the board that there is no definite agenda for the event at this time.
  - C. The suggestion box remains open with no new inputs received in the past month.
- V. Financial Report
  - A. Julie identified areas where additional funds should be allocated, which will be discussed separately in future meetings
  - B. Marilyn has not yet reconciled the numbers for August, and going forward, she will meet with Julie before board meetings to ensure accuracy.
  - C. An amount of \$37,864.82 remains unused this year and will be deposited into the bank.
  - D. Rick moved to approve the financial report, and Amanda Kruk seconded the motion. The approval was unanimous.
- VI. Old Business
  - A. Strategic Planning
    1. RFP writing has not commenced, and Rick is in the process of compiling information. The RFP is still expected to be completed by end of year.
    2. The goal is to start strategic planning next summer. A major decision is not required until an elected board is in place in November of the following year.
  - B. Policies
    1. Julie reviewed proposed changes to policies and suggested renaming the "Collection Development" heading to "Collection and Program Development."
    2. Mary moved to approve the policy changes, and Rick seconded the motion. The approval was unanimous.
  - C. CD Deposit
    1. Rick proposed rolling the ~\$35,000 CD deposit into an 11-month option at 5.3% due to its flexibility and higher interest rate.

2. Julie notes that the library was given a gift donation of a little over \$20,000 and has been working with Wells Fargo but wanted to bring this up to the board to determine what to do with the donation. Rick suggests that this gift be for future discussion so as not to hinder progress on current CD transfer.
3. To answer the question from last meeting, Julie reports that the CD came from the estate of Bob and Jeanette Hunt in 2012-2013.
4. Amanda moved to rollover the old CD into an 11 month option. Mary seconds. The approval was unanimous.
5. Rick will take care of the transfer.

VII. New Business

A. Budget Updates

1. All requests for changes to the budget were reviewed.
2. Rick moved to approve all new budget items, and Mary seconded the motion. The approval was unanimous.
3. Julie will provide the updated budget to Marilyn for adjustment.

B. Leelanau Township Council 2023 Tax Rate Request document

1. For informational purposes, Mark shared this document with the board noting that it does not affect the LTL but the data showing all taxable properties could be useful for us in the future in budget planning.

VIII. Public Comment

A. Patty had three questions:

1. She confirmed the presence of board members.
2. She inquired about the new donation received by the library, and Julie provided details that the gift will be a one time donation from Bob Giles Estate. Julie is still talking to Wells Fargo and is not 100% sure about the amount yet (only that it is around \$20,000) and no note was given that it was earmarked towards a specific purpose.
3. She asked about the handling of donations in terms of thank you notes, to which Julie clarified that the library handles everything related to donations specific to the library (no involvement of the Friends).
  - a) Rick noted that any member of the library board can write thank you notes for these donations. Mark noted the only necessity is that it is on the library letterhead and has the tax deductible information at the bottom so that it can be used for the donor's taxes.

B. The Friends meeting is scheduled for September 27th at 5:30 pm.

C. An event on May 18th at the Northport Performing Arts Center with William Kent Krueger was noted.

IX. Adjournment. Mary motioned to adjourn at 7:38 pm

Next meeting is scheduled for October 16, 2023 at 7pm.

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary