

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes January 22, 2024

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

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Silvia Gans, Patty Noftz (via Zoom)

- I. Mark Morton called the meeting to order at 7:02pm
- II. Approval of December Minutes: Rick Gans moved to accept the minutes with the amendment to add Patty Noftz as in attendance in the public. Mary seconded. Unanimous approval.
- III. Public Comment - none.
- IV. Director's Report
 - A. NPS Kindergartners return on Friday
 - B. CDs make up most of the 1,103 weeded items last month. They are being relocated to make room for the Library of Things. Julie has found a wheel cart for the Library of Things.
 - C. Dale initiated discussion on how new books are chosen for the library
 - D. Hoopla is live and Overdrive has had the most checkouts ever again last month.
 - E. Julie has joined the Post Pandemic Public Library Cohort, a leadership program for library directors organized by size of library. The program includes social media and crisis management training among others and will consist of 12 zoom meetings in '24 and in spring of '25 there will be 2 conferences.
 - F. ShareCare program has not yet started but it is in motion
 - G. BATA Bus passes have been taken, the program is going well
 - H. Great Decisions program is successfully underway with plenty of participants
- V. Financial Report
 - A. 3 months remain in the Fiscal Year
 - B. The 401K hasn't been set up yet. Marilyn will be back to do taxes next week so Julie will make it a priority to ensure the 401K program gets set up then.
 - C. Mark suggested that Overdrive and Hoopla be under line 744- Digital Materials to differentiate between line 750- Info/Tech (computers, etc.) and digital. This is already the plan for the next FY budget, but it was suggested that we add an agenda item to next month's meeting to recode Overdrive and Hoopla to 744 for this FY budget.
 - D. \$29,314.82 net income will be going into the bank unspent at the end of the FY
 - E. Rick moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Elk Rapids District Library has plans for a new building and has been doing strategic planning over the last decade and may be a model for us to study. Rick will reach out for a copy of their plans and ask who they used for Strategic Planning.

2. Since we have it in this FY budget, Rick would like to see us get a contract in place for Strategic Planning before the end of the FY.
- B. Facilities Study Initiative
1. Rick will follow up with the NPS Board, Township, and Village next week. He is working on his plan.
- C. Budget
1. add another 2% to 709- Health Insurance as the rates increase annually before end of FY
 2. 717 is still a guess
 3. 727.1 Postage increases led Julie to increase this item. Discussion followed about potential online bill paying to save postage- would still need to print to a folder for the auditor, Rick would still need to sign documents/checks. Julie will discuss with Marilyn about her preference. Julie is to print a folder for Rick to sign off on any payments that were made digitally.
 4. 726.3- Office Supplies vs. 729 Building supplies. Office supplies should include items such as paper and toner, Building Supplies should include items such as toilet paper and ice melt salt.
 5. Regarding the Feb 26 Public Hearing for the proposed budget (PA 43), Julie will need to get legal notice out at least 6 days in advance of the hearing, so it is expected to be announced in the Enterprise in the Feb 15 publication.
 6. Continued conversation about salaries: comparability issue is complex as we operate in the richest county in the state and the COLA needs to be considered, and the other libraries in the county are directed by people with either decades of service and experience or holding an advanced MLS degree. Strategic Planning can help navigate this compensation conversation.
 7. Julie was praised for her work on this proposed budget.
- D. Memorandum of Understanding, presented by Silvia Gans, President FOLTL
1. Approved by the FOLTL last week
 2. A new funding plan to replace the previous "wish list" method. Beyond the annual contribution of at least 5% of the Friends' unrestricted fund balance, Julie may make requests for program, item, etc. funding at her discretion.
 3. Any restricted donations made for books/other items will be forwarded to the library within a month of receipt as a check for the library to use as directed by the donor, rather than the previous arrangement of the director having to ask if there are any available funds earmarked for certain things.
 4. Regarding paragraph 5, the Board requested for the FOLTL to amend the following sentence: "The staff will forward the contact information from all donations made directly to the Library to the membership chair of the

Friends.” to include “unless the donor wishes not to share their contact information.”

5. Rick moved to accept the Memorandum of Understanding, with amendment to paragraph 5. Amanda seconded. Unanimous approval.
6. Regarding magazine subscriptions. Mary suggested that it would be appropriate for the library to use taxpayer money to purchase the magazine subscriptions. The FOLTL currently pays for and manages these. Board agrees it should be a budget item, so Julie should increase the line item for periodicals to reflect the change.
7. Discussion about raising price of copy making. Our current price of 15c/page is outdated and too low. Julie should raise the price to 25c/page to match with Leland’s offerings.

VII. New Business

- A. Mark wanted to recognize Julie for submitting the State Aid Report in such a timely manner, as it is a massive undertaking to complete and she finished it well in advance of the February deadline. This report is imperative because without it, the library would receive no state aid.

VIII. Public Comment

- A. Silvia asked when in March the meeting between the FOLTL, Julie, and the board representatives would meet to discuss the Fund Distribution. It was decided that Silvia would initiate the schedule planning via email.
- B. Patty Noftz, regarding raising copy making price to 25c: Would like to see the library offer color and double sided printing if the price is raised. No xerox is available elsewhere in Northport.

Currently color printing is only available inside the office on the staff network and not available to the public. Mary agreed with Patty but suggested– and the board agreed– it would not be appropriate for the public to use color printing with the existing system, thus discussion was had regarding purchase of a new large color copy machine or option to lease one from Netlink, or other service (a leasing option would relieve the library of maintenance/upkeep of machine). Mark added that the Leland library benefitted from upgrading hardware with Netlink and uses their service agreement. Patty suggested that perhaps Julie can ask the FOLTL for a new copy machine.

IX. Adjournment

- A. Mark motioned to adjourn at 8:36 pm.

X. Next meeting: February 26, 2024 at 7pm

Notes recorded and respectively submitted by Amanda Kruk, secretary