

DRAFT - LTL Board of Trustees Meeting Minutes Aug 21, 2023

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

Absent: none

Staff Present: Julie Alpers-Preneta, director

Friends Present: Patty Nofzt, Alana Osumi via Zoom

Public Present: Jackie Johnson

- I. Mark Morton called the meeting to order at 7:05pm
- II. Approval of Minutes. Dale moves to approve July minutes, Jamie seconds.
- III. Public Comment: none
- IV. Director's Report. Julie reads report for July 2023. Notes about press release and board decides not to pre-write note.
- V. Financial Report.
 - A. Julie provides update on the 955.1 bank service charge of \$66.55. Julie notes overage on postage fee.
 - B. Discussion about the date window for reporting- Mark suggests the data should reflect the whole prior month, rather than a span over multiple months (e.g. June 23-July 22.) Mary says we can ask Marilyn to change the dates of the reports.
 - C. Rick notes that we are tracking over in bookkeeping fees and we may want to prepare a revision for discussion next month which would include \$1000 for bookkeeping fees and doubling the postage budget. Mark notes to add any future budget changes to the future month agenda on an adhoc basis.
 - D. Rick moves to accept the report and expenditures, Mary seconds.
- VI. Old Business
 - A. Strategic Planning.
 1. Mark & Julie attended the webinar. We will need input from staff, public, Village, Township, Board of Ed, school Superintendent, etc. A facilitator for interviews and process would be beneficial. It is determined that we will have to fund strategic planning ourselves. Jennifer Balcolm has offered to facilitate, maybe we consult with her or have her present at interviews.
 2. Rick Gans suggests we send out an RFP (Request for Proposal) for strategic planning. He and Dale offer to work together to write it. A couple of ideas for places to send an RFP: Amanda Standerfer of Fast Forward Libraries who ran the webinar; MCLS if they can scale to our size.
 3. Julie asks for a realistic timeline for the RFP, the end of this year is mentioned. Rick and Dale will work together to write the RFP and meet together to do so beginning in October.

B. Policies.

1. Julie asks for greenlight for PTO retroactive to April 1st. Confirms employees after 3 years get 1:18hr PTO, but cannot carry over more than 60 hours. Marilyn can track hours accrued.
2. Separate programming policies need writing. Mark looked for examples at other libraries and couldn't find. Mary will reach out to a resource at Huntington Woods library & report back.

C. Sharecare Home Delivery

1. Dale says Sharecare was thrilled to add this service. One can sign up to request service to talk to someone about which books they would like, or be driven to the library. Reassurance visits in person or via phone could include this service and will ensure the personal component. Jenny is point of contact, Julie will speak with Jenny and Dawn. Dale will send contact to Julie. Thank you to Jacquie Johnson for suggesting this!

VII. New Business

- A. PA-164. Mark explains Act 164 of 1877. Before the first Monday of September, we shall report the estimate for the next fiscal year to the Township. Rick moves to approve for Mark to send the letter to Twp Supervisor Mike McMillan. Dale seconds.
- B. CD Deposit of \$35,348.25 is available, Julie asks what to do with it? Mark asks if we should put it into another CD. Discussion about researching rates for a minimum of one year. Rick will research rates for 1, 2, and 3 year CD deposits for the next meeting.

VIII. Public Comment

- A. Jacquie notes that our policies are very good, similar to school and media specialist policies with which she is familiar. Asks if we have Library Board policies, it is confirmed we have our Bylaws. Julie to put them on our website. Asks what happens if we ever need to have an elected board member removed? It is determined that that is a very difficult, long process. Mark suggests we check our bylaws for replacing an elected member who must leave before term is over, should include an appointment to term. Rick suggests we check bylaws for reference of conflict of interest and accepting gifts.
- B. Patty Noftz asks from whom did the CD come? Julie offers to look through the documentation to find out. We decide against it for now, but the information is available.

IX. Adjournment

- A. Mary moves we adjourn, Dale seconds. 8:00pm

X. Next Meeting: Sept 18, 2023