

DRAFT of Leelanau Township Library Board of Trustees Meeting Minutes for March 18, 2024

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

Staff Present: Julie Alpers-Preneta, director

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

- I. Mark Morton called the meeting to order at 7:06pm
- II. Approval of February minutes: Julie mentioned the following changes: Under Old Business, Budget #5: McAfee and Sophos are the specific company names. Also under Public Comment, B: the book discussion is a library event (not Friends).
- III. Public Comment: none
- IV. Director's Report
  - A. Significant increase of in person visitors compared to '23
  - B. Julie noted a steady number of children participating in the library's children's programming.
  - C. The Sharecare partnership is now ready for marketing by the library.
  - D. Plans are underway to continue the Great Decisions programming discussions into the Fall after a successful series.
  - E. About half of the Blind Date with a Book selections were taken, indicating a successful event that will be repeated next year.
  - F. 38 trees for kids Earth Day program have been ordered, more than twice the amount of last year
  - G. The Vanguard account has been successfully opened.
  - H. Tech Tuesdays have commenced with sessions held in Northport, Leland, and Suttons Bay.
  - I. Regarding Sharecare, membership is open to all for a yearly fee. Any member can request a ride to any library within the county.
- V. Financial Report
  - A. Property and Liability Insurance (717.1) payment was processed, resulting in a negative impact next month. Mark highlighted the need to include this as an agenda item for the upcoming month.
  - B. An audit will also be scheduled for the next meeting agenda in April. Mark confirmed that audits can be generally conducted biennially. Tobin, a company familiar with Leland library's needs, will be considered for this task. The initial audit is anticipated to be more costly than recurring audits, estimated around \$3,000.
  - C. It was noted that Rick and Julie jointly review and approve all ledger items monthly prior to the board meeting
  - D. Rick moved to approve the financial reports, Jamie seconded. Unanimous approval followed.
  - E. Mark addressed the issue concerning the setup of a CD for a \$20,000 donation and a planned \$35,000 contribution that was never executed. Rick clarified that the initial CD (\$35,000) was erroneously established as an individual account rather than as a government organization, resulting in the funds not being

transferred as intended. Consequently, the money remained untouched for approximately 4-5 months, accruing no interest. To compensate for the lost interest, adjustments were made, including increasing the interest rate of the money market account from 0.3% to 1%. This change is permanent and is expected to recover the lost interest over time.

## VI. Old Business

### A. Vanguard

1. The Vanguard account has been successfully opened. Mark raised the query regarding possible compensation for the backfill for the year, to which Rick indicated that a definitive answer had not yet been obtained.
2. Rick proposed a one-time bonus as a potential solution to offset this backfill, although there remains a question of whether this bonus should be extended to all staff or only those who were actively participating.
3. Dale inquired about the reason for the delay. Rick clarified that Marilyn faced difficulties in setting up the account initially.
4. Further discussion on how to address this compensation issue will be held during the next meeting.

### B. Facilities Study Initiative

1. Currently, there is no significant update to report. Rick acknowledged the need to revise and rewrite this initiative.
2. Rick spoke regarding several studies being performed by other avenues in the county, such as the housing committee, a state-mandated facilities study for the school. These could potentially align with Rick's study. There is potential to distribute the associated costs among these initiatives.

### C. Strategic Planning

1. Three proposals were presented from Fast Forward Libraries, ReThinking Libraries, and Midwest Collaborative for Library Services (MCLS). Rick suggested selecting two proposals for further consideration and organizing a Zoom call with them, ideally scheduled for next week. It was emphasized that the more board members present, the better. Establishing relationships with all involved parties is crucial. A Strategic Plan Committee comprising staff, board members, community representatives, and Friends is recommended, aiming for diverse voices and avoiding insulation.
2. Amanda referenced an email from Tom Stevenson, emphasizing the inclusion of all parties, including those with opposing views. The board agreed a group of diverse members is important.
3. Rick indicated having communicated with all involved parties via phone, with less interaction with the MCLS due to last-minute involvement. Notably, Rick's most extensive discussion was with ReThinking, spending approximately 45 minutes engaging in insightful questions, indicating a promising connection. Mary highlighted ReThinking was the only group who committed specifically to conducting the facilities study.

4. Dale expressed concerns regarding Fast Forward's lack of specificity and the necessity for detailed information if they were to proceed. ReThinking received praise from Jamie and Dale. Dale expressed concerns regarding ReThinking's understanding of the project's scale. The board agreed this would need to be clarified with the group.
5. Rick confirmed a budget allocation of \$30,000 between last year and the upcoming year for the study and expressed satisfaction with all proposals falling within this range.
6. Julie leaned towards Fast Forward Libraries, citing their previous strategic planning webinar experience.
7. Rick confirmed plans to schedule one-hour meetings with ReThinking and Fast Forward Libraries for next week and to hold a special meeting to decide between the two.
8. The board discussed avenues for potential grant to facilitate this process.
9. Mark suggested revisiting and potentially updating the mission statement, values, vision, and other details as part of the strategic planning process.

VII. New Business

- A. Julie made a note to draft a thank-you note for the Giles family, with Mark tasked to assist and address it on behalf of the board.
- B. Approval of Budget for FY 2024-2025: Rick moved to approve the budget for FY 2024-2025, Amanda seconded. Unanimous approval.
- C. Director Evaluation
  1. Mark emphasized that all evaluations should be submitted to him either via mail or sealed and given to Julie before the next meeting.
  2. The evaluation results will be discussed at the upcoming meeting, with Julie excusing herself to allow for confidential discussion.
  3. Rick inquired about question 9, noting a scale of 1-6 instead of 1-5. This was confirmed to be a typo.

VIII. Public Comment: None

IX. Mark adjourned at 8:09

Next meeting scheduled April 15, 2024 at 7pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary