

Leelanau Township Library Board of Trustees Meeting Minutes February 26, 2024

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

Absent: Mary Robertson

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Jaquie Johnson, Patty Noftz (Zoom) and Alana Osumi (Zoom)

- I. Mark Morton called the meeting to order at 7:05pm
- II. Approval of January minutes: Rick moved to accept the minutes, Dale seconded. Unanimous approval. Julie noted the budget item about health insurance can be discussed more tonight.
- III. Public Comment: none
- IV. Director's Report
 - A. Web visitors numbers change from last year looks drastic but are being sent directly to Julie this year to record. Rick supposed last year's much higher number was actually something like a Google "impressions" capture rather than web visits.
 - B. Hoopla signups are happening!
 - C. "Blind date with a book" is doing well and will be considered for repeat in the future
 - D. Friends have poetry month lined up in April
 - E. Technology Tuesdays are lined up in the coming months as well
 - F. William Kent Kreuger's visit is coming along. Mark circled back on this later in the meeting and noted this event will be free and will be available to the county library patrons first (2 per patron). Sign ups will start April 1st. During this discussion Dale also suggested that a donation box be present at the event, whose funds could be split between the four Friends of the Library groups whose funds are helping sponsor the event.
 - G. Erin is planning the kid's summer reading program. Kids programming attendance this winter has been light but more new families have joined. The trees giveaway program with Neighborhood Forest is in motion, children signed up will receive a Michigan native tree on Earth Day.
 - H. Julie is enhancing the 'searchability' features to allow patrons to easily determine the sequential number of a book within a series.
 - I. Mysteries will be moved in with fiction in the coming months which will allow for better organization within the library, and allow series and authors to be put together. This may receive some push back; however, the 'mystery' category will still be able to be searched in the catalog
 - J. Vanguard process started for IRA. Rick requested Julie to inquire with Vanguard about the possibility of making retroactive contributions.
 - K. Jamie asked for library notary service to be tracked
 - L. Sharecare+Library countywide program is in final stages, outline of agreement received and the library loan program will be rolled in with existing Errands program.

- M. Received the Giles Estate donation of \$22,815.85. \$20,000 of the Giles estate money will be put into a 7 month CD at Huntington bank. This specific CD was chosen due to the highest interest rate.
- V. Financial Report
- A. Julie noted line 744, Digital Materials reflects a negative balance as Hoopla expenses were deducted from this category. A transfer of \$1,600 is required to rectify this and appropriately allocate the funds to that line item.
 - B. Julie pointed out that on line 850, the negative balance in Communications is a result of shared expenses with the township. The reimbursement was credited to revenue instead of being added back to this line item. To correct this, \$500 should be included in this line item.
 - C. Rick moves to increase line 744 by \$1,600, line 850 by \$500, Dale seconds. Unanimous approval.
 - D. Rick moves to approve the financial report, Amanda seconds. Unanimous approval.
- VI. Old Business
- A. Strategic Planning
 - 1. Rick shared that the RFP is being evaluated by individuals/companies knowledgeable about small libraries and anticipates receiving a written response by the end of the week after a positive discussion with most of them. ReThinking Libraries, LLC; FastForward Libraries; and MCLS all promising. Plan A Advisors not a good fit. Rick is also reaching out to known sources for architectural guidance.
 - B. Facilities Study Initiative
 - 1. Rick is committed to ensuring active engagement among individuals, promoting ongoing and meaningful conversations.
 - C. Budget
 - 1. 717 - Insurance - no info from companies has been received yet so only estimated
 - 2. 709 - Health insurance discussed last meeting but confirmed the budget is appropriate now
 - 3. Friends of Leelanau Township Library have agreed to purchase a printer/copier/scanner. The library will assume the expected ~\$300 maintenance/year.
 - 4. Mark noted a few small corrections including 727- office materials. 750 correct to "Biblionix" and "Wowbrary"
 - 5. Mark also noted to ask for Julie to confirm whether McAfee and Sophos have a firewall redundancy in place, and if so, to explore the possibility of removing McAfee
 - 6. \$2500 added for periodicals
 - 7. Public Hearing for the draft budget is next month followed directly by the regular meeting

VII. New Business

- A. The balance of the Leelanau Township Library Endowment Fund is \$19,447. Including rollover unspent dollars and according to the LTCF spending policy, \$3,539 has the option of either being granted to the library or left with LTCF. Dale and Rick inquired whether the unspent endowment is accruing interest and recommended considering a transfer to a Certificate of Deposit (CD) if not. Julie will seek information on the current investment strategy by LTCF and any interest being earned before making a decision.
- B. The board wants to find out if unspent non-endowed funds are earning interest as well. There is also a possibility that the funds can be absorbed by LTCF if not touched in 5 years - the board wants to confirm a strategy to confirm this doesn't happen.

VIII. Public Comment

- A. Jaquie asked what the library of things was, and Julie explained the items available. Jackie also asked for clarification on mixing the mystery books in with the fiction books, this was explained with details of the logistical issues it has caused and that mystery books can still be searched by category in the directory.
- B. Patty asked and Julie clarified that the May 8 book discussion is not replacing the discussion on May 22; rather, it is in addition to.

IX. Mark moved the meeting into closed session at 7:57pm.

X. Adjournment at 8:01pm

Next meeting is March 18, 2024 at 7pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary