

## Leelanau Township Library Board of Trustees Meeting Minutes for August 19, 2024

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

Staff present: Julie Alpers-Preneta, director

Friends and public present: Patty Noftz

- I. Mark called the meeting to order at 7:03 pm
- II. Approval of Minutes: Rick moved to approve the minutes, Dale seconded. unanimous approval.
- III. Public Comment: none
- IV. Director's Report: The library was busy in July! Great attendance in programs. Low adult circulation number, but high MeL number. Audit update: after working with our auditor Lynn, Julie reported that everything looks good and there are only a few items left to share with Lynn to finish. Mark, Rick, and Julie will complete the final questionnaire.
- V. Financial Report: Item 727.2- Postage & Printing reflects the mailers for our survey and needs to be adjusted. Item 747- Programs reflects a payment made by the library that will be reimbursed by the FOLTL.
  - A. Rick moved to increase line item 727.2 to \$600 and to increase line item 747 to \$4,000 in the annual budget. Mary seconded. Unanimous approval.
- VI. Old Business
  - A. Strategic Planning: Janet needs stats on ebooks circulation numbers. Mark will help Julie navigate acquiring and preparing that information. All of Janet's in person meetings were attended, lots of good input from the community. There were 257 online survey responses and approximately 30 written responses. The Faerie House location was reserved for the work session on October 9th. Rick is working on getting hotel rooms comped for the ReThinking team. Julie will send the information gathered from the visual voting board to Janet.
  - B. Change in Personnel Policy
    1. Risk assessor suggested to Mark that both Leland and Leelanau Township libraries have an employee policy in place regarding the prohibition of carrying of weapons.
      - a) Rick moved to accept that "Library employees are prohibited from carrying, possessing, or using firearms, or other weapons, at any time on the library's premises, regardless of whether or not any employee has obtained a license or permit to carry a concealed weapon." Jamie seconded. Unanimous approval.
    2. Regarding the previously accepted paid time off policy, the State has changed laws about minimum wage and PTO which are expected to go into effect in February of '25. We will be subject to the change and make sure our policies are in compliance with new laws.
- VII. New Business
  - A. Declaration of needs- PA 164 requires us to submit the library's annual needs to the township. Rick moved that we send the letter to the Township Supervisor, Dale seconded. Unanimous approval.

1. Mark will consult our lawyer to determine whether we need to continue to submit our budget to the township pursuant to the PA 164 Act of 1877.
  - B. Fixed Asset Policy - auditor suggested an inventory lining out what we have for assets (books, materials). Discussion about if the inventory includes individual books or all books as "collection," plus how to determine value of such things as the furniture. The board will try to get a coherent policy together to vote on for the next meeting.
  - C. Annual MLA conference this October. Julie will add the trustees to the Leelanau Township Library list in case any members wish to attend the conference.
  - D. There is an upcoming Trustee webinar about Public Funds & Finances Aug 29.
  - E. FOLTL Report from the dual mailing: 122 dues/donations making a 15% return. \$8,853 in revenue. 42 new members, 78 renewed. 51 donations were over \$100, 63 donations were between \$11-99. FOLTL haven't finished their 1st quarter and already exceeded previous year's donations.
- VIII. Public Comment: None
- IX. Mark adjourned the meeting at 7:58

Next meeting: Sept 16, 2024 at 7pm

Notes recorded and minutes respectively submitted by Amanda Kruk, secretary