

Leelanau Township Library Board of Trustees Meeting Minutes Nov 20, 2023

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

Staff Present: Julie Alpers-Preneta, Director

Friends and Public Present: Silvia Gans, Patty Noftz, Alana Osumi

- I. Mark Morton called the meeting to order at 7:02pm
- II. Approval of minutes of Oct 16 meeting with one correction: VI.A.2 “utility” to “facilities”
Mary moved to approve minutes with correction, Rick seconded. unanimous approval.
- III. Public Comment: none
- IV. Directors Report
 - A. Julie was pleased with the turnout to the “Future-Proofing Your Home” program, also noted that the library saw the most ever overdrive/libby checkouts in October. Julie reported on her attendance at a Back To Basics workshop on weeding and has since spent time weeding and reorganizing our Michigan section to better serve those searching for local authors, etc.
 1. Dale suggested we offer to donate weeded books to the Highlands
- V. Financial Report
 - A. Line 850 ‘Communications’ is still negative as Marilyn had explained she cannot credit the reimbursed funds to this line and will record it as income and adjust the budget so the line does not appear negative anymore.
 - B. Rick asked if IRAs were set up, it was confirmed it is in progress.
 - C. Rick moved we accept the financial report. Dale seconded. unanimous approval.
- VI. Old Business
 - A. Strategic Planning- Mark spoke to Pam at MCLS, Amanda of Fast Forward Libraries, and Jennifer Balcolm, the director of MLL co-op. Jennifer said she cannot guide us. We can send RFP to non-library specialists. TADL’s was done by MCLS. Rick will send out the RFP.
 - B. Intergovernmental Committee- Rick met with Chris McCann, President of Village Council, Mike McMillan, Township Supervisor, and Ben Purdy, President of the NPS School Board of Education. Rick reported high enthusiasm in the meeting from the members of the committee. The committee will share a grant writer. Trudy Gala has grant writing experience and Mike will interview her asking if 1) she can research to find grants, 2) she can write the proposals, and 3) she can administer them. The committee has full interest in doing a facilities study of what is owned, in what condition/functionality, the usage of which, and a cost-benefit analysis. Rick is confident that this facilities study project will pass in the other boards and will need a separate cohort for the study. Professionals will be hired to do this study. Rick will expand the facilities section in the RFP as well, but the facilities study will be separate. Rick also noted he invited the committee members to listen to our RFP responses. Mary commended Rick for this effort. RFP goes out first of the year.
- VII. New Business
 - A. Director evaluations.

1. Mark will add comment sections within the evaluation form. It was decided to wait to do evaluations until the February meeting.
 - B. Begin Budget Process.
 1. Mark noted that there will be a 3.2% raise at Leland Township Library and that Julie will ask for compensation increase for her staff and self at her discretion.
 2. Mary suggested the library add Hoopla to our services provided.
 3. Julie wants to add a fax line. Some discussion was had regarding whether or not to charge for fax per page. It was decided we will charge but the amount was not fixed. 50c was suggested.
- VIII. Public Comment
- A. Silvia offered to ask the Friends of the Michigan Library about strategic planning in their Q&A section on their website.
 - B. Patty had four comments.
 1. agreed that we should charge for fax as both Tom's and the bank offer faxing. Tom's charges per page and Hungtington offers free faxing for customers.
 2. Wanted to follow up on the Memorandum of Understanding re: donations to the library vs. the FOLTL which has not been addressed yet. She has concerns about FOLTL membership loss, wanted to know what advantages/disadvantages of donating to the library vs. FOLTL would be. There are none tax wise but one cannot make a truly anonymous donation to the library, only to the Friends. Rick said the Friends need to make a case for the benefits of membership: the social benefits, the newsletter, etc.
 3. should public/staff be involved in director evaluations? Brief discussion, it was decided that no, the evaluation will not be public and is part of the job of the Board of Trustees.
 4. Noted that the Highlands did refuse donated books in the past but suggested NPS, Leelanau Christian Neighbors, Samaritans Closet could be good options for donating. Especially children's books to Samaritans since they have the free book for visiting children program.
- IX. Rick moved that the board go into closed session at 8:19pm, Mary seconded. Unanimous approval.
 - X. Amanda moved that the board return to open session at 8:28, Rick seconded. Unanimous approval.
 - XI. Mark adjourned the session at 8:29pm
 - XII. Next Meeting 12-18-23 at 7pm

Minutes recorded and respectively submitted by Amanda Kruk, secretary