

Leelanau Township Library Board of Trustees Meeting Minutes Oct 16, 2023

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

Members absent: Mary Robertson

Staff Present: Julie Alpers-Preneta, director

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

- I. Call to Order: The meeting was called to order by Mark Morton at 7:01 pm.
- II. Approval of September Minutes: Rick Gans moved to approve the September minutes. The approval was unanimous.
- III. Public Comment: None
- IV. Directors Report
 - A. Julie presented the Director's Report for September 2023 and confirmed it was a slower month as expected.
 - B. Sharecare partnership is in progress. Julie is working to get zipper bags made from Dolls & More for transporting materials for home delivery. Other county libraries will also participate in Sharecare since it is county-wide.
 - C. Erin is planning more STEM Saturdays, and materials were ordered for the eclipse, although it wasn't visible due to clouds. The library will use these supplies for April's upcoming eclipse.
- V. Financial Report
 - A. This marks the halfway point (6 months) through the library fiscal year and is overall in good shape.
 - B. Line item 850 - Communications was negative (\$-129.88). This was not adjusted last month as the expense concerns the shared Spectrum bill with the township. There have been challenges in obtaining reimbursement from the township, but it is being worked on, and Julie will address handling this issue with Marilyn in the future.
 - C. Line item 955.1 - Bank Service Charges also showed a negative balance, as the charge is being worked on for a refund but has not been processed yet.
 - D. It was noted that the Township board voted to reduce the millage that was previously used to fund the library.
 - E. Rick Gans moved to approve the Financial Reports. Amanda Kruk seconded. The approval was unanimous.
- VI. Old Business
 - A. Strategic Planning
 1. Rick reviewed the RFP draft. Feedback from the board will be incorporated. There were also a few typos that will be corrected.
 2. The facilities section will be clarified following an intergovernmental meeting (likely in early November) where they will discuss two items: sharing expenses for a grant writing consultant and a facilities study.

3. A list of potential companies or individuals to approach with the RFP has not been created yet.
 4. Mark noted a couple of resources - one was a webinar that mentioned vendors and services for libraries; the second was a director of Mid Michigan library who has offered assistance
 5. An idea was proposed to print out surveys and keep them in the library, social media channels, etc.
 6. 2023 Budgeted consulting funds have not yet been used.
 7. Dale moved to proceed with the RFP as proposed with amendments, Jamie seconded; approval was unanimous.
- B. CD Deposit
1. The ~\$35,000 CD deposit rolled into an 11-month, 5.3% option.
 2. Julie confirmed the library has not received the gift donation of ~\$20,000 yet; she continues to work with Wells Fargo
- VII. New Business
- A. Mark Morton and Silvia Gans met about the Memorandum of Understanding regarding the Friends/library relationship. Friends can't spend money raised for the library on other items, and library staff can assist Friends with services.(e.g. printing pages, using the library to host meetings). The final draft will be completed for approval at the next meeting. Silvia also wants to discuss how the Friends will disburse funds to the library (providing a check rather than working with a wish list from the library director)
 - B. Rick notes that the intergovernmental committee is moving forward.
- VIII. Public Comment
- A. Anne Harper mentioned helpful resources from the Midwest Collaborative for Library Services. Mark confirmed the library is a member of the organization. She also noted the Traverse City strategic plan as a helpful reference for both who created the plan as well as the content itself.
 - B. Anne Harper expressed the importance of having a comprehensive record of the library's historical minutes accessible within the library. Silvia has a complete record that will be given to Julie. In addition, Anne provided her own copies which will be included in the library's archival collection. Julie will ensure that a dedicated space is set up for housing these historical records.
 - C. Patty Noftz asked if the Memorandum of Understanding discusses handling donations (Friends of the Library versus Library). Mark confirmed this was not discussed, but it will be addressed at the next meeting.
- IX. Rick moved to move into **closed session** at 7:33pm, Dale seconded with unanimous approval.
- X. Adjournment: Rick moved to return to open session, Jamie seconded. Dale moved to adjourn at 7:48pm.
- XI. Next meeting: Next meeting is scheduled for November 20, 2023 at 7pm.

Notes recorded by Alana Osumi; minutes submitted by Amanda Kruk, secretary