

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for June 10, 2024

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

Members absent: Jamie Scripps

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Alana Osumi

1. Call to order by Mark Morton. Called to order at 7:04pm
2. Approval of May Minutes.
 - a. Rick moved to approve May 20 meeting minutes, Dale seconded. Unanimous approval followed.
 - b. Rick moved to approve May 15 special session meeting minutes. Mark seconded. Unanimous approval followed.
3. Public Comment
 - a. No comment
4. Directors Report.
 - a. Julie read Director's Report for May 2024
 - b. ShareCare is launching their senior program for Beginning Outdoor Adventuring in June, which includes activities like kayaking and hiking. Dale shared that ShareCare has expanded to wellness programs in addition to home care. Additionally, ShareCare will be relocating offices in the coming months.
 - c. The board inquired if anyone had used the book delivery service from ShareCare, no one had yet.
 - d. Board noted there is a continued discussion about Leelanau Reads, focusing on the balance between more recognized authors and keeping cost in mind
 - e. Julie noted that the summer program will include numerous activities Erin planned for children, as well as the Friends' summer writing series.
 - f. Rick noted receiving information from Anne Harper. She mentioned the National Small & Rural Libraries meeting. Mark inquired about the schedule, and Rick will forward the information to him. Mark mentioned that the Michigan Library Association meeting is in Traverse City this year and is scheduled for the third week of October with a Small Libraries pre-conference, and board members or library staff can attend if interested.
 - g. On request for clarification on the Summer Writer's Series, Julie confirmed that the Friends organized the writer's series, but she created the flier and bookmark
 - h. Julie asked if she should order name tags for the board for strategic planning, and the board confirmed that she should and include names.
 - i. Julie sought follow-up on getting the intergovernmental agreement signed. Mark will follow up on this.
 - j. Julie received a letter about installing a Naloxone box outside the library door. The board was in favor of this installation with the understanding that the Township owns the building and will need to confirm with them.
 - k. Rick mentioned that for the first time, per the Memorandum of Understanding, the library has provided the Friends with a list of active library members for joint

communication from Library + FOLTL. 799 letters went out. He also suggested the idea of sending handwritten letters to donors who contribute over a certain amount.

5. Financial Report

- a. No financial report this month due to the meeting having been moved, Julie asked if she should still post it next week, board decided to wait until next meeting to make the report public so it can be discussed.

6. Old Business

1. Strategic Planning - Survey Process

- a. Rick moved to approve the survey based upon Dale's final input. Mary seconded. Unanimous approval followed.
- b. The board discussed having posters for the survey, as well as promoting it on Facebook/online. Rick suggested promoting the survey with mailers and referenced the Say YES! campaign that cost around \$1,000 for printing, design, and postage and wanted to discuss this with the board. Mark has been looking into the costs associated with EDD (Every Door Direct) mailing, using information from the USPS. There are other options for graphic design as well including library staff and other resources that will be decided on. The goal is to get the survey out by the end of the month.
- c. Rick moved to allocate up to \$1,000 for postage to mail out the survey. Mary seconded. Unanimous approval followed.
- d. Hard copies of the survey will be available in the library. This expense will be categorized under postage or printing lines in the finance report. Additionally, a QR code will be created for the posters and mailers.

7. New Business

- a. Change in personnel policy
 - i. Rick noticed from a recent event that the library staff were required to take PTO for personal emergencies and proposed adding separate "personal time," so that emergencies don't penalize PTO. The board had a lengthy discussion about this on the logistics with part time employees and the necessity of this. Ultimately this led to the discussion of completely reviewing the personnel policies and reaching out to Suttons Bay, Leland, and TADL for reference.
- b. Mailing for survey - Mailing was discussed in the Strategic Planning Survey Process under Old Business

8. Public Comment

- a. No comment

9. Adjournment

- a. Mark Morton adjourned the meeting at 8:05pm
- b. Next meeting scheduled for July 15th, 2024 at 7:00pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary