

## DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for July 17, 2023

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

Members absent: Amanda Kruk, Mary Robertson

Staff Present: Julie Alpers-Preneta, director

Friends Present: Alana Osumi, Pat Noftz

Public Present: Jacquie Johnson

1. Call to order by Mark Morton. Called to order at 7:03pm
2. Approval of June Minutes
  - Change location in #7 to Leelanau Township Library
  - Rick Gans moved to approve with change, Jamie Scripps to second
3. Public Comment
  - Jacquie Johnson comments on her interest in an outreach program. She knows who does the home delivery for Suttons Bay. There are about 34 members in the county who can be implied to have mobility issues, and Jacquie would like the township to have a similar delivery service where a paid person can go into a person's home, interview the person on what book they would like and bring back a book.
  - Dale suggested that ShareCare can do this service in part
  - Rick suggested library funding could support this service
4. Directors Report.
  - Julie read Director's Report for June 2023
  - Rick asks about Monday traffic increase. Julie confirms being open on Monday is beneficial and should continue. Noted by group that changing Wednesday hours has also been beneficial
  - Rick suggests reaching out to Mia to see if she can write a story about the increase in traffic

### ACTION ITEMS

- Board to circle back on home delivery program with ShareCare
5. Financial Reports
    - Jamie asked about the \$41.03 955.1 bank service fee. Discussion that it was a low balance fee and should be reimbursed since money has been deposited
    - Review of budgets. Jamie moved to approve the budget report, Dale to second.

### ACTION ITEMS

- Julie to change header "YTD Budget" on general ledger to be more clear that it is what remains in the budget
  - Julie to call bank and have bank service fee reimbursed
6. Old Business
    1. Policy Manual Update

- Collection Development pg 5, Mark suggests having a completely separate programming policy to ensure programming is separate from collections to protect the library from challenges
  - a. Julie attended webinar for Right to Read that also suggested a program policy which is what prompted the addition of text
- Jamie suggests line added to pg 13 code of conduct that notes supplies for onsite AND offsite
- Pg 26 FOIA. Note for minutes only (not written in policy manual). Julie is primary FOIA coordinator. Mark is the alternate FOIA coordinator.
- Pg 7 Request for Reconsideration of Library Materials.
  - a. Jamie to suggest a formalized, written process and to remove the step to informally meet with the library director. An in depth conversation followed on how to formalize this process and if the library director should be involved. Jamie is to make changes that will be reviewed at the next meeting.
- Rick moves to approve with change to pg13 code of conduct, Jamie seconded, all in favor.

## ACTION ITEMS

- Specific Program Policy to be tabled and discussed further at next meeting
- Julie to adopt previous changes in the policy and change text to black.
- Julie to change pg 7 request for reconsideration and review at next meeting

## 2. Strategic Planning

- A. Rick asked to start the previously discussed idea of adding a suggestion box with questions of “What would you like your library to look like in 5 years?” and “What would you like in your library now?”
  - a. Persons who place their name on answers to be added to strategic planning meeting

## 7. New Business - none

## 8. Public Comment

- Jacquie enjoys international discussion books and would be in favor. Julie states it is on her radar and will continue
- Pat questioned what was different in minutes between “friends” and “public”. The point of this is that the board invites at least one friend to each meeting for involvement, and so it is broken out in minutes to ensure this
- Noted from the public and friends that it is hard to hear the meeting discussion from Zoom and from sitting on the couch. A better arrangement to be created for future meetings to ensure everyone can hear while still maintaining some level of professionalism and separation of the board versus public.

9. Adjournment

- Rick moved to adjourn at 8:12pm
- Mark to second
- Next meeting scheduled for August 21 at 7:00pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary