

Leelanau Township Library Board of Trustees Meeting June 24, 2023

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

Absent: Jamie Scripps

Staff Present: Julie Alpers-Preneta, director

Friends Present: Patty Noftz

Public Present: Jackie Johnson

1. Mark Morton called the meeting to order at 7:09pm
2. Approval of May Minutes: fix date of next meeting, change references of Pat to Mary
 - a. Rick Gans move to approve as amended, Mary Roberston 2nd. unanimous.
3. Public Comment- none.
4. Directors Report
 - a. Julie reports that the library has been busy, numbers way up. Increased traffic/activity is partly influenced by the increased hours. Lots of new card holders.
 - b. Great turnout for Climate Change Program
 - c. expanded library of things
 - d. Mark Morton re: CIPA- we may wish to find a consultant to guide us through qualification for E-RATE funding.
 - e. Update for Ms. Mary's Children's Corner: there will be a hand-painted sign/mural done by recently graduated NPS students.
5. Financial Report
 - a. Mark suggests computer expense from line 730 should be moved to line 750 "info/tech"
 - b. Dale Lersch move to approve, Rick 2nd. unanimous.
6. Old Business
 - a. Policy Manual update
 - i. Mark made changes to online version.
 - ii. Rick initiated discussion about current magazines being checked out and whether they should be. Mary offered that Suttons Bay Library does checkout current magazines, Mark says Leland began the practice during the pandemic and continues to. Julie says regulars come to checkout and the numbers are okay. Mary suggests if there have been no complaints, there is no problem. All agreed.
 - iii. Rick wonders if a 10-day hold on reserves is too high? (Page 9) Dale says the online holds are 3-days. Julie says 5-days is okay.
 - iv. Rick initiates discussion of closing or not for federal holidays. Dale and Amanda agree that it should be "all or none." Board asks the Public on Zoom for thoughts: Jackie says she would like to see the library open. Julie says she has received calls asking if the library were open. Mary suggests educational displays for federal holidays, Rick wonders if that could be something the Friends leads. All agree to remain open on federal holidays.

- v. Rick suggests the code of conduct should include no vaping, Mark agrees.
 - vi. Rick- page 15 2.2 \$100 too high, limit should be \$25.
 - vii. Julie says all tax & UEI documentation says “Leelanau Township Library” and not “Leelanau Township Public Library,” so our policy manual should reflect that.
 - viii. Mark Morton added 6 pages of FOIA wording from Leland’s policy. added above form on page 26. This is similar to other libraries and prudent to have.
 - ix. Mary Robertson moves to accept the policy manual as amended. Rick 2nd. Unanimous.
- b. Director Retirement Account
 - i. Marilyn needs to do things yet, might be in place by August
 - c. Intergovernmental Committee
 - i. NPS school board representative will be Ben Purdy
 - ii. Village Council has agreed and needs to appoint a representative
 - iii. Township Council is interested but have internal business to sort
 - iv. Committee should move forward in September 2023
7. New Business
- a. Strategic Planning- Mark says Jennifer Balcom could possibly assist, she gave a presentation at Leelanau Township Library and connected him to a \$210 3-week webinar on how to do strategic planning. Rick says the Conservancy just did this and it went well. Dale says Sharecare just did strategic planning with a consultant and it was a great experience. She suggests that the LTL Board consider a consultant for strategic planning and a fund development plan in the future. Rick and Dale suggest that the FOLTL and library staff should be involved with planning, we should brainstorm goals/needs with them. We can get surveys, focus groups. Mary offers that we could place a suggestion box in the library to get public input. Julie asks if she should take this webinar, too? The board agrees it’s a good idea. The board agrees that strategic planning should begin this fall and be completed before next election.
8. Public Comment - Patty notes that the Zoom experience this time was no good, very spotty audio and ineffective. The board agrees and for next time a different computer will be used to hopefully improve the experience.
9. Next meeting July 17, 2023 at 7pm
10. Rick moves to adjourn, Mary 2nd. 8:03pm

minutes recorded & respectively submitted by Amanda Kruk, secretary