

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
June 24, 2019

Board Members Present: Berkley Duck, Laurie Lisuk, Georgia Rivers, Bret Crimmins, Powell Smith, Robert Soutas-Little
Board Members Absent: None
Staff Present: Mark Morton
Friends Present: None
Public Present: None

Berkley Duck, President, called the meeting to order at 9:10 a.m. in the Munnecke Room.

Minutes

On motion duly made and seconded, the minutes of the regular meeting held May 28, 2019, were approved.

Financial report

Mark reviewed the financial statements as of May 31, 2019, included with the meeting materials. He commented on several of the expense lines and responded to questions. There were no unusual events reflected in the statements, and we are on budget for the year.

Director's report

Mark noted the following items in his report included with the meeting materials:

- The calendar reflects a reduction in the number of programs, reflecting the staff's re-evaluation of our offerings.
- Mark noted the volunteer event scheduled for August 15
- All of the window screens and computer hardware have been cleaned.
- Jake has received his Level 4 certificate.

Needs assessment

There was a discussion regarding the Quinn Evans report (received since the last Board meeting) included with the meeting materials. It was noted that the report recommends "immediate" attention on some maintenance items, and there was a discussion regarding the next steps in our assessment of the report. It was agreed that Mark will contact Township Board Supervisor Susan Och to discuss the plans outlined in the report insofar as they relate to a possible expansion of the facility. It was also agreed that a special Board meeting will be held at 9:00 a.m. on July 9 for the sole purpose of assessing the Quinn Evans report and developing plan of action.

Policy manual revisions – Employee Benefits

Berkley reviewed the draft of revisions to section 22 of the Library's Policy Manual, included in the meeting materials, related to employee benefits. In the following discussion some further revisions to the draft were suggested and, on motion duly made and seconded, the revised policy was approved as amended.

Updated job descriptions

Mark distributed the job descriptions for the three Library staff members, revised in accordance with the discussion at the last Board meeting. On motion duly made and seconded, those descriptions were approved.

Frances Breitner Trust contribution

Mark noted the receipt of a \$14,000 contribution from the Frances Breitner Trust. Consistent with our current practice, that contribution will be classified as temporarily restricted funds pending action on the issues presented by the needs assessment.

Updated annual budget

Mark reported that the adjustment to line 408 of the annual budget, reflected in the revised budget included with the meeting materials, is the result of a reduction in anticipated property tax revenues. On motion duly made and seconded, the revised FY 2020 budget was approved.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President