

**LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
September 13, 2021**

Board Members Present: Jennie Berkson, Bret Crimmins, Berkley Duck, Michael Fleishman, Alan Hartwick, Laurie Lisuk

Board Members Absent: None

Staff Present: Mark Morton

Friends Present: Tim Parvin

Public Present: None

Berkley Duck, President, called the meeting to order in the Munnecke Room at 9:03 a.m.

Minutes

On motion duly made and seconded, the minutes of the meeting held August 18, 2021, were approved.

Financial report

Mark provided additional comments on the financial report included in the meeting materials.

Cecily Horton has donated \$10K to provide technology upgrades.

Director's report

Mark provided additional details to the Director's report included in the meeting materials:

- The Firekeeper's Daughter will be the Leelanau County read this year to take place in November. Four libraries will participate in sponsoring. The Leland Library will acquire copies of the book to distribute to the community.
- There have been a lot of new faces this year for children's programs.
- Friends of the Library week will also be the time that the Friends mailing goes out.
- The Library has received a "business upgrade" to its internet service which includes new routers and other equipment. Time to upgrade because of more usage – rather than put a band aid on the system.
- The Friends will sponsor a program with Abra Berens, a well-known cookbook author and chef, about her new book which comes out in October. A benefit for the Friends is being considered.

Employee educational assistance

Mark reviewed the draft of educational assistance policy included with the meeting materials. As modified in the discussion that followed, the policy would require: (a) prior approval of the course taken; (b) that the course relate to the services provided by the Library; (c) that the employee complete the course and achieve a minimum specified grade; and (d) that the employee provide a record showing that the grade requirement had been met and the cost of the course prior to reimbursement. The amount of assistance would be capped at \$1,000 per year and the employee would be required to reimburse the Library if he or she left its employment within

six months following completion of the course. On motion duly made and seconded, the proposal was approved.

Budget amendment

The Library's property tax capture for the current fiscal year has been further adjusted by the Township. On motion duly made and seconded, the budget for the year ending March 31, 2022, was amended to reduce line 409 by \$1,590.85, for a revised total of \$194,307.72.

Home delivery proposal

Mark reviewed a proposal, included in the meeting materials, that the county libraries support a request for American Rescue Plan Act funding of a home delivery program. The service would be staffed by volunteers. Following a discussion, on motion duly made and seconded, the proposal was approved.

Bylaws review

Pursuant to the provision in the Bylaws requiring an annual review of their terms, the Board determined that no amendments were needed at the present time.

Old business

The Library's strategic plan is at the end of its tenure. A review and refocusing of the Library's strategic plan has been delayed by COVID. The Board will review the existing strategic plan at its next meeting.

Expansion project

The Board is still waiting for final numbers from the architects on the expansion project. It was noted that if we are to make progress on deciding about the expansion, we need hard numbers.

New Business

There was no new business.

Adjournment at 10:14 am.

Respectfully submitted,

Jennie Berkson
Secretary