

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
December 16, 2019

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

Berkley Duck, President, called the meeting to order at 9:00 a.m. in the Munnecke Room.

Minutes

On motion duly made and seconded, the minutes of the meeting held November 25, 2019, were approved.

Financial report

Mark reviewed the financial statements as of November 30, 2019, included with the meeting materials. There were no significant variances from the budget.

Director's report

Mark said that he had met last week with the President and Treasurer of the Friends to discuss the Library's needs in the coming year, as provided for in the Memorandum of Understanding between the Library and the Friends. The Friends have committed to paying one-half of the costs of the architect's fees for the preparation of construction documents for the expansion/renovation project. He also provided comments on his report included with the meeting materials.

Proposals for Design Services

Berkley provided a summary of the information contained in the three proposals for design services received in response to our requests. Mark reported that he had reached out to the two firms from which we had not heard. One reported that it was too busy to take on more work, and the other did not respond. The extended discussion that followed included the following:

- The directors reviewed the provisions of our Financial Procedures policy related to the award of contracts and the application of those procedures to the present circumstances.
- It was the consensus of the directors that the three proposals on the table each were responsive to our requests and that each of the proposers appeared to be capable of providing the needed services. The financial terms of the proposals were within a reasonable range. It was not considered necessary to solicit additional bids in order to provide a proper basis for a decision.
- The directors provided their assessments of various aspects of each of the proposals as they related to the elements of our RFP.

At the conclusion of the discussion, on motion duly made and seconded, the engagement of HopkinsBurns Design Studio/Daniels and Zermack Architects was unanimously approved, subject to the negotiation of an engagement agreement on terms consistent with its proposal.

Budget for FY 2021

Mark reviewed the revised budget proposal included with the meeting materials. The only change from the prior draft related to line 662, which has been adjusted to correct the employer's Social Security contribution. There was a discussion concerning the compensation increases for the Circulation Clerk and the Program Coordinator reflected in the proposal. The question of approval of the draft budget was carried over to the January meeting.

Mark was excused and, on motion duly made and seconded and unanimously approved by a roll call vote, the Board went into a closed session to consider periodic personnel evaluations of staff members. At the conclusion of the discussion, on motion duly made, seconded and unanimously approved, the closed session was ended.

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