

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
November 23, 2020

Board Members Present: Berkley Duck, Laurie Lisuk, Bret Crimmins, Mike Fleishman, Jennie Berkson, Alan Hartwick
Board Members Absent: None
Staff Present: Mark Morton
Friends Present: None
Public Present: None

Berkley Duck, President, called the meeting to order at 9:00 a.m. Due to the COVID-19 pandemic, the meeting was held via Zoom.

Minutes

On motion duly made and seconded, the minutes of the meeting held October 26, 2020, were approved.

Election of officers

The offices of Vice President and Secretary are vacant as a result of the retirements of Georgia Rivers and Robert Soutas-Little. Alan Hartwick and Jennie Berkson, respectively, were nominated and unanimously elected to fill those vacancies until the next annual meeting of the Board of Directors.

Financial report

Mark reviewed the financial statements as of October 31, 2020, included with the meeting materials, commenting on significant variances from the budget. We have expended 59% of the budget. Laura is working from home at approximately one-half her usual hours.

Director's report

Mark commented on the report included in the meeting materials, noting the following:

- Programming continues to be limited due to the pandemic. The Community Reads program was successful and the directors of the participating libraries will be assessing how to move the program forward.
- The Library is not experiencing any difficulty in complying with the new COVID rules.
- Air scrubbers will be installed in the new future.
- The cleaning schedule has been reduced to one time per week.

Building expansion project

HopkinsBurns is working on the design. We have not yet been billed for its services. We are awaiting delivery of the survey of the property.

Chromebook policy

Mark reviewed the draft of the Chromebook policy included in the meeting materials. On motion duly made and seconded, the policy was approved with a change in the age requirement to 18 years.

Director evaluation

The Board will discuss the Director's evaluation at a closed session at its December meeting. Mark will conduct the staff evaluations in December.

Budget development

Mark provided a line-by-line review of the draft budget for FY 2022 included in the meeting materials. The budget includes a 1.5% increase for all staff including the Director.

Saturday closing

Following a discussion, it was agreed that the Library should continue to be open on Saturdays

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 11:10 a.m.

Approved:

Jennie Berkson, Secretary

Berkley W. Duck, President