

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
November 25, 2019

Board Members Present: Berkley Duck, Laurie Lisuk, Georgia Rivers, Bret Crimmins, Robert Soutas-Little, Powell Smith
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. in the Munnecke Room.

Minutes

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

Financial report

Mark reviewed the financial statements as of October 31, 2019, included with the meeting materials. There were no significant variances from the budget.

Director's report

Mark provided comments on his report included with the meeting materials. He noted that he will be chairing the director search committee of the Leelanau Township Library in Northport and will be acting as President of the Leland Chamber of Commerce for a term beginning in late 2020. Neither position will require significant time away from his responsibilities to the Library. He also will be attending a fundraising course in January 2020, which should be helpful as the Library moves into a campaign to fund the proposed building expansion.

Requests for Proposals for Design Services

Berkley said that, close to our deadline for submission of proposals, we discovered that at least two of our packages had been delayed in reaching the recipients. As matters stand, of the seven firms receiving our RFP, two have declined because of their existing workloads and we have received responses from three (one of which was delivered on Saturday). Mark will make inquiry of the two firms from which we have had no response. There was a discussion of the process for reviewing the proposals, and it was agreed that further action should be deferred until the December Board meeting. There was a discussion of the timing for the project, in which it was noted that there are major campaigns by two other nonprofits in the community that are either planned or in process, and it was suggested that we may want to defer our fundraising efforts so as to begin in late 2020, with construction beginning in 2021.

Annual staff evaluations

Mark said that he will have staff evaluations completed prior to the Board's December meeting. Berkley said that he would circulate to the Board members the written evaluation provided to Mark with respect to his 2018 performance evaluation and a form for use in developing our 2019 evaluation, which also will be discussed at our December meeting. Compensation adjustments need to be determined prior to the approval of the FY 2021 budget scheduled for our January meeting.

Health insurance

Mark reported that our broker has provided alternative plans to replace the coverage formerly provided through the MLA, which continues to be the subject of legal proceedings. Both he and Jake are satisfied with the options provided and intend to participate in one of the plan alternatives. The Library's involvement is limited to the stipend provided to our employees to offset their premium expense. The current stipend is sufficient to cover that expense.

Budget for FY 2021

Mark provided a line-by-line review of the draft operating budget for FY 2021 included with the meeting materials. The property tax capture will increase despite the Headlee rollback, which will result in an increase in total revenues. Total expenses are budgeted to increase by about the same amount, resulting in a net contribution to our fund balance of about \$10,000. A revised budget, reflecting certain changes agreed to in the discussion, will be presented to the December meeting.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 11:20 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President