

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**September 30, 2020**

**Board Members Present:** Berkley Duck, Laurie Lisuk, Georgia Rivers, Powell Smith, Bret Crimmins, Robert Soutas-Little  
**Board Members Absent:** None  
**Staff Present:** Mark Morton  
**Friends Present:** None  
**Public Present:** Mike Fleishman, Jennie Berkson, Alan Hartwick (candidates for election to the Board on November 3, 2020)

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

**Minutes**

On motion duly made and seconded, the minutes of the meeting held August 24, 2020, were approved.

**Financial report**

Mark reviewed the financial statements as of August 31, 2020, included with the meeting materials, noting reasons for significant variations in revenues and expenditures. The decline in revenues is the result of lower visitations, but the related cost of services also is lower than last year. Information technology expense reflects the renewal of our domain name and website.

**Director's report**

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

- As of October 9, the Munnecke Room can host events of up to 25 persons. We are uncertain how the Library might use this capability.
- Visits are up, and checkout activity is strong.
- We are collaborating with area libraries and bookstores in the development of a “community reads” program. The expectation is that two to three books per year will be included in the program.
- There has been a strong response to the Friends annual solicitation letter, with almost \$5,000 received to date.
- The Old Art Building has agreed to the installation of our Storywalk presentation on its grounds.
- The home delivery program is on track to begin in about two weeks. We are working on protocols for the volunteers who will do the deliveries. The program will be advertised in the *Enterprise* and elsewhere.
- The state legislature has approved a \$1 million increase in the Library of Michigan budget, which should result in an increase in our state aid funding.
- We are still awaiting contact from AT&T regarding the installation of hot spots.
- Use of the Chrome Books remains at a low level.
- Mark provided an update on our sourcing of book accessions through Ingram.
- There was a discussion of methods of increasing our visibility and involvement in the Lake Leelanau community.

**Building expansion project**

Seth Penchansy, our contact person at Daniels and Zermack Architects, was here last Friday. There was a discussion regarding the size of the collection and scaling it back in favor of more open space. Mark has inspected the crawl space under the library and found some moisture and a small amount of mold, which he will eliminate. The expansion plan will be revised to include guttering, which we do not now have. The next steps are the delivery of a schematic plan and Township Board approval.

**Bylaws review**

In accordance with our policies, the Board reviewed our current Bylaws and several provisions were identified for review or modification. Language changes will be presented for approval at the next regular meeting of the Board.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:15 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President