

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**October 26, 2020**

**Board Members Present:** Berkley Duck, Laurie Lisuk, Georgia Rivers, Powell Smith, Bret Crimmins  
**Board Members Absent:** Robert Soutas-Little  
**Staff Present:** Mark Morton  
**Friends Present:** None  
**Public Present:** 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 September 30, 2020, were approved.

**Financial report**

Mark reviewed the financial statements as of September 30, 2020, included with the meeting materials. Repairs and maintenance expense reflects the acquisition of defibrillator pads and battery. Otherwise, expenses closely tracked the budget. Revenues and expenses are below budget for the year to date.

**Director's report**

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

- The Library in continuing to operate under MiOSHA rules that are substantially the same as the Governor's COVID executive orders that were overturned by the Michigan Supreme Court. Berkley noted that a new Michigan law will require that public bodies conduct their meetings in person after December 31, 2020 unless a "state of emergency" is declared for the jurisdiction.
- The "Community Reads" program has had a good response. Costs are being shared by the participating libraries.
- We received a notice of copyright infringement from Spectrum related to a patron download of the MTV Music Awards. We are unable to determine who the user was, but we have blocked the protocol used for the download. As our policies were violated by this use, we are not liable for any damages for this activity.
- Materials circulation is down but still healthy.

**Building expansion project**

We need to engage a surveyor for the property. On motion duly made and seconded, the Board approved the expenditure of up to \$3,500 for this purpose.

**Bylaws review**

Proposed revisions to the Bylaws were included in the meeting materials. The changes consisted of updates and editorial revisions. On motion duly made and seconded, the revised Bylaws were approved and adopted.

**Recognition of retiring Board members**

This is the last meeting for retiring Board members Robert Soutas-Little, Georgia Rivers and Powell Smith. Each has provided many years of service to the Library prior to and following the 2017 reorganization, and the Board expressed its gratitude to them for their service to the Library and to the community.

**Director evaluation**

Berkley noted that the Director's annual evaluation will be conducted for the year ending December 31, 2020, and that forms for Board member input were included in the meeting materials. He asked that the current Board members complete those forms and return them to him. It was agreed that Mark should provide a self-evaluation to Berkley as a part of this process.

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

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President