

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
January 20, 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: None

Berkley Duck, President, called the meeting to order at 9:10 a.m. in the Munnecke Room.

Minutes

On motion duly made and seconded, the minutes of the meeting held December 16, 2019, were approved.

Financial report

Mark reviewed the financial statements as of December 31, 2019, included with the meeting materials. He noted that line 4093 reflected the receipt of property tax revenues for FY 2021, which are not included in reported revenues for FY 2020. On motions duly made and seconded, the following amendments to the budget were approved and adopted:

- Line 616, repairs and maintenance expense, was increased by \$1,000 to reflect the cost of repainting the front of the building and carpet cleaning.
- Line 6252, worker's comp insurance, was increased by \$500.

Mark also noted that we had received \$7,250 from the Friends in payment of their annual contribution in support of the Library's operations, as provided for in the Memorandum of Understanding between the Library and the Friends.

Director's report

Mark noted that the Township Board had approved the posters now hanging in the Munnecke Room. He raised the question of acquiring donor management software. We are now tracking donor data for both the Library and the Friends on an Excel spreadsheet. Dedicated software would provide much greater capability, but at an additional cost. Mark will explore the available products to assess their suitability to our needs and obtain pricing.

Budget for FY 2021

Mark reviewed the revised draft budget proposal included with the meeting materials. The only change from the prior draft related to line 616, repairs and maintenance, which has been increased. Following a discussion, the Board approved staff compensation adjustments that will be reflected in the final budget. On motion duly made and seconded, the draft budget was approved as amended.

Health Department report

Mark reviewed the findings included in the letter dated December 27, 2019, from the Benzie-Leelanau District Health Department related to the Library's water supply. The issues have been resolved and no further action is needed.

Snow removal

Mark reported that the current arrangements for snow removal from Cedar Street are not working for either the Library or the Fire Department. He has raised this issue with the Township Board and is looking for an alternative vendor to recommend to that Board.

Agreement for design services

Berkley reviewed the principal terms of the Agreement between Owner and Architect submitted by HopkinsBurns for the design services related to the expansion project and included in the meeting materials. On motion duly made and seconded, that agreement was approved and Mark was authorized to execute and deliver it to HopkinsBurns. A discussion followed regarding the timing of the project phases and the need for a fundraising feasibility study. It was agreed that, as the next step, we needed to move forward with the design development as promptly as possible.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 11:00 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President