

**LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
March 8, 2021**

Board Members Present: Jennie Berkson, Bret Crimmins, Berkley Duck, Michael Fleishman, Alan Hartwick, Laurie Lisuk

Staff Present: Mark Morton

Friends Present: None

Public Present: None

Berkley Duck, President, called the meeting to order at 9:03 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 February 8, 2021, were approved.

Financial report

- Several line items were discussed. There were additional expenditures due to early renewal of some magazine subscriptions, a \$1K deposit for the Hoopla service, and a \$1K payment for Abra Berens (75% of this will be refunded from payment by other county libraries.)

- 92% of fiscal year — 77% of the budget spent.

Director's report

- Mark reviewed significant items included in the Director's report.
- New story has been installed on the Story Walk
- Circulation is above last year
- Township has deferred to Mark to determine use of Munnecke Room however it was requested that the Township should write a letter stipulating opening guidelines
- STEM kit policy will be provided to the Board
- Mark will be providing latest audit to Rotary for feasibility funding.

Budget

- The 2020-2021 was approved unanimously.
- It was noted Mark gives a presentation at annual meeting of Township. Good opportunity to trumpet library's success.

Expansion Project

- There was a discussion of the Library expansion project and the engagement with the Township. It was noted that the Township's major concern was with the footprint of the project.
- A Motion to share the proposed design with the Township was approved unanimously.

- There may be a requirement that we have more parking spots. We would like to have a drive-up possibility for pick-up and drop-off of materials.

Audit

- The audit indicated that we are doing everything right regarding handling taxpayer money
- Moved and approved audit report for 2019.

Other Business

- Laura Touhey, Program coordinator is leaving at the end of March. There was general regret expressed about her departure. Mr. Duck will conduct an exit interview.
- Mark will increase the position to 21 hours to accommodate Saturday needs and will review the position description. Planning for an hourly rate of around \$16.00 but will consult other County libraries for comparable information. Position will be advertised asap.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:30.

Respectfully submitted,

Jennie Berkson
Secretary