

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
December 14, 2020

Board Members Present: Berkley Duck, Laurie Lisuk, Jennie Berkson, Alan Hartwick
Board Members Absent: Bret Crimmins, Mike Fleishman
Staff Present: Mark Morton
Friends Present: None
Public Present: None

Berkley Duck, President, called the meeting to order at 9:05 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 November 23, 2020, were approved.

Financial report

Mark reviewed the financial statements as of November 30, 2020, included with the meeting materials, commenting on significant variances from the budget. Approximately \$1,600 was spent on adding high efficiency air purifiers to the Library HVAC system. With 66% of the year passed, we have spent 54% of the budget. We are managing conservatively given the current uncertainties.

Director's report

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

- Programming continues to be limited due to the pandemic. Laurie is working at home. Volunteers are working on Saturdays.
- The Friends will be conducting a game and puzzle sale.
- Chloroform was found in our water supply. The well has been treated and will be tested once per week for the next month.
- The Michigan Senate has passed a bill that would relieve the in-person meeting requirements of the Open Meetings Act for the period following December 31. The bill is pending in the House.

Board member introductions

Given the addition of three new members to the Board, the members present each provided a brief summary of his or her background – education, occupations, volunteer activities and Leland connections.

Budget

Mark reviewed the changes in the draft budget provided with the meeting materials. The projected excess of revenues over expenses for FY 2022 is now \$12,800. The compensation expense reflects a 1.5% cost of living adjustment for all employees.

Hoopla digital service

Mark discussed the service provided by Hoopla. It allows an unlimited number of individual check-outs of a given item, and the number of check-outs per subscriber can be limited by the library and we will

need to set patron limits. The library is charged a fee on a per-item basis for access to the service; Mark will investigate whether it is possible to assess an additional patron fee for access above the limit. A checkout limit equaling \$2,000 will be set, which will not be exceeded within a fiscal year. Following a discussion, on motion duly made and seconded, the expenditure of \$2,000 for the Hoopla service was approved.

Staff evaluations

Mark commented on the salary adjustments proposed for the staff as reflected in the draft budget. A discussion followed regarding professional development opportunities and job descriptions.

2012 meeting calendar

There was a discussion of Board meeting dates for 2021. Action will be taken at the January meeting.

Other

The question was raised as to whether the Library was a “shelter” for the public in the case of power outages or other emergencies. Mark advised that status as a “shelter” required meeting a number of requirements including the presence of Library staff, which we have not addressed.

Mark then left the meeting and, on motion duly made and seconded, the Board went into closed session to periodic evaluations of staff members. Following a discussion, on motion duly made and seconded, the closed session was adjourned to reconvene at 8:30 a.m. on Monday, January 11, 2021.

Approved:

Jennie Berkson, Secretary

Berkley W. Duck, President