

**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**April 21, 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:** Susan Och, Leland Township Supervisor

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 March 8, 2021, were approved.

**Financial report**

- Mark reviewed the Financial report included in meeting materials. It was noted that the \$2,348 audit expense in line # 6213 was not budgeted because the billing fell into the next fiscal year.
- \$39,200 balance in Library temporarily restricted fund.
- With 100% of the fiscal year elapsed, the Library has spent only 85% of budget due to COVID limitations.

**Director's report**

- Mark covered several items described in the Director's report included in meeting materials.
- Michigan Humanities Council may fund Abra Berens additional request for co-presenters.
- Berkley noted that the excess of budgeted revenue over expense reflects our intention of generating funding in anticipation of the Library renovation.
- Mark will research the necessity for continuing 3 day quarantining on books as health guidelines under COVID have evolved.

**New Employee**

- Chelsea Hilton will be the new Program Coordinator – she is working on her MLIS degree.
- A discussion ensued about whether the Board should be involved in the interview process for subordinates to Mark. It was agreed that the Board hires the Director and that the Director hires the other employees.

**Seawall**

- Leland Township Supervisor Susan Och addressed the Board on the topic of seawall replacement on the Leland River.

- Three proposals were presented along with meeting materials outlining different approaches and associated costs.
- It was noted that maintenance of the seawall is not the Library's responsibility, although its design and condition have an impact on the Library's operations.
- It was emphasized that any work on the seawall should be coordinated with renovation work on the Library to minimize damage to property.

### **Budget**

- The final budget for FY 2022 was approved

### **Audit 2020-2021**

- The Library's financial statements for FY 2021 must be audited in accordance with state law. We don't have an engagement proposal from the auditors. Our audit needs to be coordinated with the Township's. The expense of the audit can be moved into next year's budget.

### **Expansion Project**

- Mark requested that Board authorize him to apply for a grant from Ball Foundation for the renovation project. Our architects will be asked to provide an estimate of the cost of the project for this purpose. The request was moved, seconded and approved.
- Fundraising feasibility study — different options were presented and discussed. We could afford to pay for it even if we didn't get the Rotary grant but will apply for it.

### **Donation**

- We have received a \$10,000 donation, which the donor has agreed we may consider to be the first contribution to the capital campaign.
- A naming policy is being studied.

### **Election of Board Officers**

- All current officers were re-elected. Berkley Duck, President; Alan Hartwick, Vice President; Bret Crimmins, Secretary; Jennie Berkson, Secretary.

### **Approve Meeting Schedule**

- Second Monday of each month.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:59.

Respectfully submitted,

Jennie Berkson  
Secretary