

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
January 17, 2019

Board Present: Berkley Duck, Georgia Rivers, Laurie Lisuk, Bret Crimmins, Robert Soutas-Little
Board Absent: Powell Smith
Staff Present: Mark Morton
Friends: None
Public: None

Berkley Duck called the meeting to order at 9:00 a.m. in the Munnecke Room.

Minutes

On motion duly made and seconded, the minutes of the meeting held December 17, 2018, were approved.

Financial report

Mark reviewed the operations report through December 31, 2018. Revenues are running ahead of budget and there are no unusual expenses. The positive budget balance for programs and materials reflects timing issues. Mark will be monitoring DVD check-outs in an attempt to assess the impact of competing media on our acquisition policies. He intends to place more emphasis on new, popular titles.

Director's report

Mark said that December was quiet, as usual. He attended the most recent Township Board meeting and reported on the engagement of Quinn Evans for purposes of the needs assessment. The assessment will include a 10-year capital expenditures plan, in response to the Board's interest in the Library's future needs. No issues were raised by the Township Board. We will be installing a coat rack in the Munnecke Room. Berkley discussed the availability of the Kerr house on the corner of Main and Cedar Streets across from the OAB and the discussions that have taken place among the staffs of the four "Cultural Center" institutions regarding uses to which the structure might be put for nonprofit activities. The directors and board representatives from the institutions will be meeting to consider this issue further.

Budget for FY 2020

Mark noted that the Library Board needs to approve a draft budget for FY 2020 for presentation at the required public hearing to be held next month. He reviewed the draft included with the meeting materials, noting the following:

- The property tax capture will be approximately \$10,000 greater than in FY 2019, even after the Headlee adjustment.
- The draft reflects minor expense adjustments.
- The draft does not reflect any compensation adjustment for the Director but does include 5% increases for the other staff.

In response to a question, Mark said that the current funding level for new book acquisitions is adequate for our needs. **On motion duly made and seconded**, the draft budget for FY 2020 was approved as presented, subject to adjustment to reflect any change in the Director's compensation (to be considered later in the meeting).

Needs assessment

Mark reported that a representative of Quinn Evans will be here on January 29 to meeting with him and any Board members wishing to do so.

Recent donations

Berkley noted that the meeting materials included a list of recent donations in excess of \$500, as required by our policies. Following a discussion, **on motion duly made and seconded**, those donations were temporarily restricted pending the outcome of the needs assessment.

Director compensation

Mark excused himself from the meeting and the Board discussed the question of an adjustment to his compensation for FY 2020 consistent with his performance evaluation. At the conclusion of the discussion, **on motion duly made and seconded**, a 5% increase in the Director's base compensation was approved.

There being no further business to come before the meeting, on motion duly made and seconded the meeting was adjourned at 10:20 a.m.

Approved:

Robert Soutas-Little, Secretary