

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**July 9, 2019**

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

Berkley Duck, President, called the meeting to order at 9:05 a.m. in the Munnecke Room. He noted that this was a special meeting devoted to the “Conditions Assessment Report and Recommendations” provided by Quinn Evans Architects, dated May 31, 2019 (the “QE Report”), previously distributed to the Board members. Berkley said that the Board should consider three questions:

- Does the QE Report reflect an understanding of our Strategic Plan?
- Do the plans for the proposed addition to the Library facility meet our needs as outlined in the Strategic Plan?
- What are the next steps, assuming that the above questions are answered in the affirmative?

There was a general discussion during which a number of points were made and questions raised including:

- As we will need community funding for any expansion, we need to be confident that the redesign will meet community expectations.
- The planned “quiet spaces” are an important addition.
- Our existing children’s space is inadequate; the proposed redesign appears to address this issue.
- The plan appears to be responsive to the need to accommodate future changes in technology.
- It is important that we provide adequate space for programs, and that this space be adaptable to various uses.
- The program space needs to be revised to include a storage area for tables, chairs and equipment.
- Is the children/youth space too open? Can it be enclosed with glass doors so as to insulate it from the entry area?
- The “Teen” area shown in the plan is somewhat indefinite, but it is consistent with the way in which teens now use the library.
- Would the redesigned area require additions to the staff? (Mark answered this question in the negative.)
- Is the proposed new footprint adequate? Should we be looking at a larger expansion?

At the conclusion of the discussion, there was a consensus that the proposed redesign would, with some minor changes, meet our requirements. It was agreed that the next step would be to present to the Township Board the proposal to expand the footprint of the Library building as shown in the QE drawings and obtain its approval of that use of the real estate. We will get on the agenda for its August meeting and come prepared (with representatives from the Friends) to present our case in support of the expansion.

Mark will ask QE to provide a revised version of its Report correcting a few minor points.

Assuming Township Board approval, we would then seek requests for proposals from at least two qualified architecture firms for the development of construction drawings. We would expect, as a part of that process, that further refinements and changes to the QE plans would be forthcoming.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:35 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President