**MINUTES**

**LELAND TOWNSHIP PUBLIC LIBRARY**

**BOARD OF DIRECTORS MEETING**

**December 17, 2018**

**Board Present:** Berkley Duck, Georgia Rivers, Powell Smith, Laurie Lisuk

**Board Absent:** Bret Crimmins, Robert Soutas-Little

**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 November 26, 2018, were approved.

**Financial report**

Mark reviewed the operations report through November 2018 and the balance sheet as of November 30, 2018, included with the meeting materials.

* A $1,050 increase in budget line 628 to account for reimbursed expenses incurred in connection with Mark’s attendance at the MLA conference was approved. The grant revenue is shown in line 411.
* Line 403 reflects a $1,500 contribution from the Leland Summinars program for its use of the Munnecke Room.
* A shift of $2,000 from budgeted Audit expense (line 6213) to Repairs and Maintenance was approved.

A decision on other possible budget expense adjustments was deferred to the January Board meeting.

A question was raised as to whether the Library should include the value of its furniture, fixtures and equipment and collections as assets on the balance sheet. Mark will raise this question with our bookkeeper.

**Director’s report**

Mark noted that we are still under budget for the year to date. A question was raised as to the use of an assessment of our programs in planning for future events. Mark said that it was difficult to identify what factors affect program attendance, but that the staff is constantly reviewing and evaluating our program offerings and he intends to develop a comprehensive programming plan. The Friends fundraising letter has gone out and contributions are coming in. The Friends contribution toward Library operations for the current year provided for in the Memorandum of Understanding will be approximately $7,200. Mark and Berkley will be conferring with the Friends regarding possible areas for future Friends support as described in the MOU. Mark recommended that we terminate our charges for DVD rentals, noting the change in the marketplace and the minimal revenue derived from these charges. On motion duly made and seconded, that action was approved.

**2019-2020 Budget**

Berkley reviewed the line items in the draft of the budget for FY 2020 included with the meeting materials. The draft reflects proposed compensation increases for the Circulation Clerk and the Program Coordinator, but not for the Director. There was general agreement on the budget, but action on the budget was deferred to the January meeting. Mark will circulate the job descriptions and compensation history for all three employees.

**Needs assessment**

There has been no further action on the needs assessment.

**Property/casualty and liability insurance**

The Board reviewed a letter from Municipal Underwriters of West Michigan dated December 13, 2018, and the proposed Summary of Coverages included with the letter. On motion duly made and seconded, the renewal of the coverage on the terms of the proposal was approved.

**Date for January meeting**

On motion duly made and seconded, the date for the January Board meeting was set for January 17, 2019.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:40 a.m.

Approved:

Robert Soutas-Little, Secretary