

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**April 23, 2019**

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

Georgia Rivers, Vice President, called the meeting to order at 9:00 a.m. in the Munnecke Room.

**Minutes**

On motions duly made and seconded, the minutes of the budget meeting and the minutes of the regular meeting, both held March 25, 2019, were approved.

**Financial report**

Mark reviewed the financial statements as of March 31, 2019, included with the meeting materials. We finished the fiscal year with an excess of revenue over expense of \$56,131. These results were due to a significant increase in contributions and expenses that were 92.7% of budget. Mark reviewed the significant variances in the expenses as compared to budget.

**Director's report**

Mark noted the following items in his report included with the meeting materials:

- Future reports will include the number of persons in attendance at programs.
- The first Friends meeting of the calendar year was held on April 11. The proposals from Quinn Evans for a redesign of the Library were received shortly before the meeting and were reviewed.
- Expansion of the facility to the south may jeopardize some of the trees on the property, but the trees are in need of attention in any event. An arborist will assess the situation and we will be discussing the issues with the Township.
- Mark described our policies regarding the use of Chrome Books by our patrons.

**Needs assessment**

Mark said that he, Berkley and others meet with Ann Dilcher of Quinn Evans on April 9 to review two alternative plans for the expansion of the Library facilities. The group had favored "Scheme #2", in which the expansion area would be on the south side of the building, and had agreed on some modifications to that plan. This plan would allow easier access to the work site and preserve the current views of the river and the green space to the north. The results of that meeting were reported to the Friends Executive Board at its meeting on April 11, and Mark is providing further comments to Quinn Evans. This plan would not reduce the shelf space for the stacks. In the discussion of the plan –

- There were questions about the purposes of the "Program Room" (smaller group meetings, story time, miscellaneous). Is there a better use for this space?
- The quiet room would be used as a study room, tutoring, etc.
- Automatic entry doors would be added.
- There would be a handicap parking area.

- Additional furnace and air conditioning units would be installed for the Munnecke Room, which allow the existing units to service the expanded library area and separate billing to the Township for the Munnecke Room.

It was agreed that we should set up a special meeting of Board members, Friends representatives and other community members to review the plan. Quinn Evans recommends that we agree on a firm design plan by August. Mark noted that this will coincide with the Library's 75<sup>th</sup> anniversary. He will discuss the time line with Anne.

### **Snow days**

Berkley noted that, although we had adopted a policy revision providing for payment of the hourly staff on snow days, we did not act on the question of making those payments for the winter of 2018-2019. Following a discussion, on motion duly made and seconded, those payments were approved.

### **Election of officers**

Berkley noted that, under our Bylaws, this is the meeting at which officers are to be elected for the 2020 fiscal year. Following a discussion, a unanimous ballot was cast for the re-election of the current officers, as follows (each person abstaining with respect to the vote on his or her election):

President	-	Berkley Duck
Vice President	-	Georgia Rivers
Treasurer	-	Brett Crimmins
Secretary	-	Robert Soutas-Little

### **Meeting calendar**

On motion duly made and seconded, the calendar for Board meetings for the remainder of the fiscal year, as included in the meeting materials, was approved.

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 Souta-Little, Secretary