

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**May 28, 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 9:00 a.m. in the Munnecke Room.

**Minutes**

On motions duly made and seconded, the minutes of the regular meeting held May 28 and the minutes of the special meeting held May 6, 2019, were approved.

**Financial report**

Mark reviewed the financial statements as of April 30, 2019, included with the meeting materials. It was agreed that the second column of the statement of activities should be label as "Year to Date". Mark said that additional property tax revenues are expected (line 409).

**Director's report**

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

- We had two recent events with no attendance and many events scheduled in April. The staff is intending to cut back on the number of scheduled events.
- The "deep cleaning" of the Library has been completed.
- In response to a question, he said that we do not allow Chrome Books to be checked out of the facility.
- Cicely Horton has offered to fund the acquisition of "Hot Spot" service.

**Needs assessment**

Mark said that there have no developments with respect to the needs assessment. We are waiting on the report from Quinn Evans. The next step, assuming that the Board is comfortable with the proposals included in the QE report, would be to put the development of construction drawings out to bid. There was a discussion regarding the scope of the design work and how that work interfaced with the needs assessment. We intend to provide the concept drawings contained in the needs assessment to the prospective bidders for the construction drawings and to seek input from the bidders as to their recommendations and reactions to the QE proposals as a part of the bidding process.

**Job descriptions**

The Board reviewed the job descriptions included with the meeting materials. There were several questions and comments on those descriptions, and it was agreed that (a) the descriptions should be revised so that they are all in the same format and grammatically consistent, and (b) the material on "knowledge, skills and abilities" should be deleted. Mark will provide revised drafts.

**Personal days policy**

There was a general discussion of the current policy regarding personal days as set forth in section 22 of the Policy Manual. A number of changes were suggested. Berkley will provide a draft of a revised policy for consideration at the next meeting.

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

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President