

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
February 24, 2020

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

Berkley Duck, President, called the meeting to order at 9:15 a.m. in the Munnecke Room, immediately following the public budget meeting.

Minutes

On motion duly made and seconded, the minutes of the meeting held January 20, 2020, were approved.

Financial report

Mark reviewed the financial statements as of January 31, 2020, included with the meeting materials. There were no significant variations from the budget.

Director's report

The accountants engaged to audit the FY2019 financial statements conducted their on-site review on February 17. All of the supporting materials requested by the auditors was made available. Mark anticipates that the auditors will comment on the need for separation of staff duties, which is an issue for any organization with a small staff. Commenting on matters included in this written report, Mark noted that snow plowing will now be done by Dan Miller, Borealis Homes, with the cost being shared by the Library (25%), LHS (25%) and the Township (50%), and that Wool & Honey has agreed to house the bookshelves in Cedar.

Building expansion project

Representatives from HopkinsBurns will be here for a meeting on April 16. There was a general discussion regarding the management of the project including the timetable, sequence of events and fundraising strategies. Mark discussed a proposal to acquire fundraising software from Donor Perfect at the cost of \$135 per month. Our donor records are now maintained on an Excel spreadsheet, which has very limited capabilities. Questions were raised regarding the management of the Friends and Library data and the sharing of the cost with the Friends. Mark will provide further information at our next meeting.

Election of Board members

Mark reported that the form of petition for nomination of Library board members is available from the Township Clerk. If more than 13 persons are nominated, they will be on the ballot in the August, 2020 primary election. Nominations must be filed by April 21. Following a discussion regarding the nomination process, it was agreed that a protocol will be developed for discussion at the March Board meeting.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 11:00 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President