

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**August 26, 2019**

**Board Members Present:** Berkley Duck, 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

Berkley Duck, President, called the meeting to order at 9:00 a.m. in the Munnecke Room.

**Minutes**

Approval of the minutes of the July 22, 2019 meeting was deferred.

**Financial report**

Mark reviewed the financial statements as of July 31, 2019, included with the meeting materials. He noted that revenues from penal fines continue to decline and the receipt of the State Library Aid payment, which was higher than last year. The expense items are in line with the budget.

**Director's report**

Mark reviewed a few of the events held during the past month and noted that the closing of the Chase Bank branch in Cedar leaves us without a location for the books shelved there. We will look for an alternative.

**Policy manual revisions – Employee Benefits**

Berkley reviewed the further revisions to the draft of section 22 of the Library's Policy Manual, included with the meeting materials, that reflects the discussion at the July board meeting. On motion duly made and seconded, that draft was approved. The revised policies are to be effective as of April 1, 2019.

**Needs assessment/building expansion**

Mark reported that, at its meeting on August 12, the Township Board had approved the use of the green space between the existing building and the circular drive for expansion of the footprint of the Library building, subject to the condition that the final plans would come "back to the Board for approval." In our presentation we made it clear that we would be committing to the expense of developing construction drawings based on the Township's agreement that the building footprint could be expanded.

**Notice to Township Supervisor of estimated Library expenses**

The Board then reviewed the draft of the letter to the Township Supervisor, included with the meeting materials, related to the requirements of PA 164 that the Library provide an estimate of the amounts needed for the operation of the Library in the fiscal year beginning April 1, 2020 and determined that the amount in question would be \$220,000, based on the results of operations for the current year to date. On motion duly made and seconded, the President was authorized to sign and deliver that letter.

**Financial audit requirements**

Berkley reviewed a draft of an engagement letter from Tobin & Co., included in the meeting materials, regarding an audit of the Library's financial statements for the year ended March 31, 2019. Following a discussion, on motion duly made and seconded, that agreement was approved subject to confirmation by our legal counsel that an audit is legally required for the period in question.

**Request for proposals – design architect**

Having received the Township's agreement on the use of the land needed for the proposed building expansion, the next step in the process will be the engagement of a design architect to develop construction drawings. There was a discussion regarding our options for paying the cost of those drawings. The Board reviewed the current fund balances of the Library and the Friends and the possibility of a "quiet" campaign for donations to pay for this phase of the project, to be followed by a public campaign to raise funds for construction. Mark said that grant funding may also be available. A draft of a request for proposals will be on the agenda for review at our September meeting.

**Other business**

In response to a question, Mark said that the Chrome Books program was not attracting much interest. We will review our publicity for the program, and we will be acquiring "hot spots" for lending with the computers, funded by Cecily Horton.

The Friends book sale generated approximately \$1,150. The Friends are assessing whether to continue with the sales. We need to reduce the inventory of used books in anticipation of the need to move the collection during construction.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:15 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President