

**MINUTES**  
**LELAND TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF DIRECTORS MEETING**  
**June 22, 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:** None

Berkley Duck, President, called the meeting to order at 9:00 a.m. As a result of the ban on public meetings due to the COVID-19 epidemic, the meeting was held via Zoom.

**Minutes**

On motion duly made and seconded, the minutes of the meetings held February 24 and April 27, 2020, were approved. The May meeting was cancelled.

**Financial report**

Mark reviewed the financial statements as of May 31, 2020, included with the meeting materials. He noted that we had received the first half of the State Library Aid funding in the same amount as last year. The second half is usually paid in July, but the Governor has discretion as to when the payment is made. He noted that the budget for cleaning expense may need to be revisited due to a change in the contractor. Technology expense includes our Zoom account at the rate of \$20 per month.

**Director's report**

Mark commented on the report included in the meeting materials, noting the following:

- All programs are being conducted virtually for now, and we are exploring how and when in-person programs might resume.
- The Library operations have resumed under the COVID-19 restrictions and Jake and Mark are now working a full schedule. Laura continues to work at home.

**Building expansion project**

Mark reported that he had a video conference call with Tamara Burns of HopkinsBurns, our architects, last week. The architects were not able to get CAD drawings based on the Needs Assessment from Quinn Evans so they are creating them. We are planning on a face-to-face meeting in August. Mark is pressing for the delivery of construction drawings.

**COVID-19 Response Plan**

Mark reviewed proposed changes to the Plan adopted June 8, included with the meeting materials, consisting of the addition of an Appendix. It was noted that we have no method of tracing contacts, due to library privacy rules. On motion duly made and seconded, the Appendix was approved.

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