

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

Board Members Present: Berkley Duck, Laurie Lisuk, Georgia Rivers, Powell Smith, Bret Crimmins
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. Due to the COVID-19 epidemic, the meeting was held via Zoom.

Minutes

On motion duly made and seconded, the minutes of the meeting held July 27, 2020, were approved.

Financial report

Mark reviewed the financial statements as of July 31, 2020, included with the meeting materials, noting reasons for the significant revenues and expenditures. The repair and maintenance expense includes cleaning and the air conditioner service.

Director's report

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

- Activity is lower, probably as a result of the virus.
- We are continuing to assess our programs. The attendance at author events has been low.
- We are in the process of organizing a home delivery service, hoping that it will address the decline in Library activity.
- The annual solicitation letter from the Friends is in preparation.
- The Township is interested in a proposal to install a new audio/visual system in the Munnecke Room. Mark is involved in the discussions related to the Library staff's role in connection with the service.
- According to an article in the *Enterprise*, the outcome of the property tax dispute regarding the Stephenson property will result in a refund of the Library's property tax capture of approximately \$4,000 for FY 2021.
- RB Digital is terminating its electronic book lending service as of September 30, 2020.
- Mark is investigating an alternative for the services currently provided by Baker & Taylor.

There was a discussion regarding the possible use of the Munnecke Room for services for school-age children

Building expansion project

There is an on-line meeting scheduled for this afternoon with the architects.

Notice to Township Supervisor of estimated Library expenses

The Board reviewed a draft of a 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 amount needed to

operate the Library in the fiscal year beginning April 1, 2021 and determined that the amount in question was \$220,000, based on operations to date in the current year. On motion duly made and seconded, the President was authorized to sign and deliver the letter.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:00 a.m.

Approved:

Robert Soutas-Little, Secretary

Berkley W. Duck, President