

MINUTES
LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
April 27, 2020

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

Berkley Duck, President, called the meeting to order at 10:00 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 meeting held February 24, 2020, were approved. The March meeting was cancelled.

Financial report

Mark reviewed the financial statements as of March 31, 2020, included with the meeting materials. There were minimal in-house revenues for the month due to the shutdown. For the fiscal year ended March 31, 2020, revenues were higher than budget principally as a result of temporarily restricted donations of \$32,000, for which no amount was included in the budget. Expenses for the year were generally in line with the budget, with the exception of audit expense (for which we have not been billed, and the report has not been delivered), purchases of books and movies (less than budget) and Michigan unemployment tax (for which the budget amount reflected an overestimate of the assessment). The excess of revenues over expenses for the year was \$54,145, compared with a budgeted amount of \$3,615. It was noted that we will need to continue to increase our fund balance in anticipation of the cost of the planned improvements to the library building.

In order to correct the Michigan unemployment tax amount contained in the FY 2021 budget, on motion duly made and seconded, the budget was amended to change that amount to \$540.00.

Director's report

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

- All programs have been cancelled through May; no decision has been made regarding June. We are looking at the possibility of on-line programming.
- Patron accounts are being updated.
- We are exploring service options including the possibility of curbside deliveries.

Building expansion project

Mark reported that he will be talking with HopkinsBurns but the project is on hold pending developments in the COVID-19 situation.

Reopening

Mark is monitoring the practices recommended for the reopening of libraries. All returned items will be isolated for three days. It is not yet clear what services might be allowed and under what conditions.

Election of officers

Berkley noted that, under our Bylaws, this is the meeting at which officers are to be elected for the 2021 fiscal year. As the constitution of the Board will change in November following the election, there will be vacancies to be filled at that time. Following a discussion, a unanimous ballot was cast for the re-election of the current officers, as follows (each person abstaining with respect to the vote on his or her election):

President	-	Berkley Duck
Vice President	-	Georgia Rivers
Treasurer	-	Brett Crimmins
Secretary	-	Robert Soutas-Little

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