**MINUTES**

**LELAND TOWNSHIP PUBLIC LIBRARY**

**BOARD OF DIRECTORS MEETING**

**September 24, 2018**

**Board Present:** Berkley Duck, Laurie Lisuk, Bret Crimmins, Powell Smith, Robert Soutas-Little

**Board Absent:** Georgia Rivers

**Staff Present:** Mark Morton

**Friends:** Lynne Lyons

**Public:** None

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

**Minutes**

On motion duly made and seconded, the minutes of the meeting held August 27, 2018, were approved.

**Financial report**

Mark reviewed the report included in the meeting materials, noting errors in lines 612 and 614 in which the numbers were transposed. Line 402 reflects a negative number in the Budget Balance column as there was no budgeted number for restricted donations. He noted the low level of materials expenditures, which is due to timing issues. October usually reflects a high level of expenditures for subscription materials.

**Director’s report**

Mark reviewed the report included with the meeting materials. We intend to offer weekly programs for both children and adults, and may look to the Friends to assist in the funding of these programs. Lynne noted that the Friends would appreciate specific requests for program funding. Mark noted that he had attended two library conferences recently and found them helpful. Lynne also reported that the September book sale had generated only $910 in revenue, but there were no related expenses. There was a discussion of other possible venues and formats.

**Munnecke Room windows**

Mark reported that the Township has approved going forward with the replacement of the Munnecke Room windows.

**Statutory financial reporting requirements**

Berkley said that, due to the lack of a definitive answer from our library sources to the question regarding our reporting obligations under the Uniform Budgeting and Accounting Act, he had asked our legal counsel for an opinion on the matter so that the Board could have assurance that the Library was in compliance with the law. He reviewed an opinion letter from Sondee Racine & Doren dated September 24, 2018, which states that the Library is not required to comply with the chart of accounts, audit or financial reporting requirements of the Act as it is not a “local unit” for purposes of those requirements. However, it is subject to the budgeting requirements.

**Financial Procedures policy**

Berkley then reviewed a proposed revision to paragraph 7 of our Financial Procedures policy, included in the meeting materials, that would reflect our obligations under the Act as described in the legal opinion. He noted that the revised language also would separate operating from non-operating expense for purposes of establishing the appropriate level of the Library’s fund balance. Following a discussion, on motion duly made and seconded, the proposed amendments to the Financial Procedures policy were approved and adopted.

There was a discussion of the advisability of obtaining an audit of the Library’s financial operations, notwithstanding the absence of any legal requirement that we do so. It was agreed that we would review this issue at the end of the current fiscal year.

**Bylaws review**

Mark noted that our annual calendar calls for a review of the Bylaws at this time. No issues were raised, but the Board members will review the Bylaws prior to the next meeting with this question in mind.

The question of establishing a record retention policy also was discussed.

**Larson donation**

Mark reported that we had received a $14,000 donation from Will and Joan Larson via the Grand Traverse Community Foundation. The gift is unrestricted.

**Personnel reviews**

A question was raised regarding the process for providing staff evaluations. Mark will conduct the evaluations during the month of October so that we will have salary data for inclusion in the FY 2019 budget (for review at the November board meeting). The budget is then presented to a public meeting in January and approved at the March board meeting. The board will review Mark’s performance in executive session during its October meeting. There also was a discussion of staffing levels in relation to the Strategic Plan. It was agreed that we needed to first decide on the scope of future operations and then staffing. Mark noted that the responses to the “hours” question on the user questionnaire were ambivalent, in that there was no clear indication that our current hours of operation were not satisfactory in the opinion of our users.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Robert Soutas-Little, Secretary