

Leelanau Township Library Board of Trustees Meeting Minutes for September 16, 2024

Present: Mark Morton, Rick Gans, Jamie Scripps, Amanda Kruk

Absent: Dale Lersch, Mary Robertson

Staff present: Julie Alpers-Preneta, director

Friends and public present: Patty Noftz, Alana Osumi, both via Zoom

- I. Mark Morton called the meeting to order at 7:13pm
- II. Approval of August Minutes
 - A. Minutes were amended to change section VII. New Business A. to read: "PA 164 requires us to submit the library's annual needs to the township..."
 - B. Rick moved to approve the minutes as amended, Jamie seconded. Unanimous approval.
- III. Public Comment: None
- IV. Director's Report
 - A. Julie read the Director's Report for August 2024. There was a conversation around dropping circulation numbers compared to last year and how this trend of similar number of visitors but difference in circulation numbers was also seen in other libraries.
 - B. Julie plans to move books again, the fiction books need to be more accessible. Weeding nonfiction books, Erin weeding children's books.
- V. Financial Report
 - A. Some changes have not yet been made after approval last month but will be, which will rectify the negatives. A CD expired, Rick locked it into a new one. We have received 2 bills from ReThinking and one from Tobin.
 - B. Mark moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Retreat: 15 committed attendees. Hotel rooms comped, Rick also doing the lunch order. There may be a contract with a cleaning fee to sign.
 2. Fixed-Asset Policy:
 - a) Rick asked Julie about the needed inventory; Julie confirmed this was completed as needed. There were previously questions about the library collection numbers needed; however, this was clarified and a different request than inventory.
 - b) Depreciation was explained and clarified. Library shelving, for example, has a useful life of 20 years. Since ours is over 20 years old, it has a value of 0. Furniture and equipment has a useful life of 15 years- ours is over 15 years old and therefore also has a value of 0. Inventory is currently listed as a need every 5 years; however, technology value will need to be updated when it gets changed, as its useful life depreciates inside that timeframe.

- c) Rick moved to accept the Fixed-Asset Policy, Amanda seconded. Unanimous approval.
 - 3. Julie, Rick, and Mark met with Township Supervisor Mike McMillan to resolve the confusion caused by a mistake in the Township's audit. The Library agreed to reimburse the Township \$1,600 for books paid for by the Township but not delivered before the date of transfer.
- VII. New Business
 - A. Mid-Michigan Library League conference will be attended by both Mark & Julie. The MLA conference is next month.
 - B. The next two meeting dates were changed:
 - Rick moved to change the October meeting to October 23, Amanda seconded. Unanimous approval.
 - Rick moved to change the November meeting to November 20, Jamie seconded. Unanimous approval.
- VIII. Public Comment: None
- IX. Mark Morton adjourned the meeting at 7:44pm.

Next Meeting:

Wednesday, October 23, 2024 at 7pm.

Notes recorded by Alana Osumi

Minutes respectively submitted by Amanda Kruk, secretary