

**LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
SEPTEMBER, 19, 2017  
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**PRESENT:** President Diane Nye, Vice President Linda Stocker, Treasurer Nick Sedalia, Secretary Elizabeth Schiman, Trustee Pauline Yost, Trustee Megan Yore-Norbey, Interim Director Michelle Boisvenue-Fox, Incoming Director Jessica Enget.

**CALL TO ORDER:** 12:00 p.m.

**APPROVAL OF MINUTES:** Pauline made a motion, supported by Nick, to approve the August 23, 2017 minutes. Motion unanimously carried.

**APPROVAL OF AUDIT REPORT:** Linda made a motion, supported by Megan, to accept the audit report prepared by Scarpone & Co., P.C., for year ended March 31, 2017. Motion unanimously carried.

**APPROVAL OF TREASURER'S REPORT:** Nick made a motion, supported by Liz, to approve the Treasurer's Report for July-August with check number 18258-18341. Motion unanimously carried.

**GOVERNANCE AND ADMINISTRATION**

**President**

**Approval of millage:** Linda made a motion, supported by Pauline, to approve a total millage rate request of 1.266 mills for 2017. Roll call vote: Diane-Aye, Linda-Aye, Nick-Aye, Liz-Aye, Pauline-Aye, Megan-Aye. Motion unanimously carried.

**By-Laws:** Next reporting date will be October board meeting.

**Library Policy Manual Revision:** Board members are to review library policy manual revisions that Michelle is recommending to implement. If a board member has input to share with Jessica, please do so by October 13. First reading/discussion will occur at the October board meeting, second reading at the December meeting, with a goal to finalize and approve revisions in January.

**Community and Friends Report**

The Friends report great success with the bookstore sales. Their next board meeting is Tuesday, Sept 26. Pauline and Liz plan to attend.

**Building, Landscape and Technology**

Pauline will investigate if there is a procedure/policy regarding the placing of permanent objects on library property.

Michelle is in the process of ordering furniture to update the Quiet Reading Room.

Kevin Kramp is a new source of IT support for the library.

**Finance**

The board requests that Deb include an YTD budget column on the Profit and Loss Report.

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**Strategic Planning**

Dave Medema will be presenting the finalized strategic plan to the public and board on October 17. Time of the presentation is to be determined.

**Operations and Staff**

The board received a resignation letter from Natalie Isham, Children's Librarian. The board thanks Natalie for her service to the library and wishes her well with her future endeavors.

**Director/Manager Reports**

Library Report – Michelle Boisvenue-Fox, Kaela Cochran, Brian Johnston, Deb Christensen, Mary Ann Ware

**Cataloging**

A demo has been requested for a module for acquisitions and cataloging through the library's catalog (TLC). Staff will have questions for the demo to find out if it will fit our needs and solve some of our problems. The cost is \$6,000 the first year and \$1,500 after that. There is a \$3,000 two-day training that is required. There was mention of sharing this cost with the other three libraries on our system. While we aren't ready to include them in the conversation, sharing this part may or may not be beneficial. There are some things now that don't work well because it's a shared catalog. But it would bring the cost down.

**Jessica's Transition Plan**

Jessica's first week is mapped out in draft form. Linda will be adding a few meet and greets each week so Jessica can meet others in the community. I plan to work two days her first week and then one day a week for the next weeks. We will check in to see from week to week on what is needed. I can continue to finalize a few of the projects I am still working on so Jessica can focus on the learning she needs to do.

**Sun Party**

Over 1,500 people attended the Sun Party to view the eclipse with the library. In order to build excitement around the solar eclipse in August, two programs for children were offered in the week prior. A Make-Your-Space Mobile for kindergarten through 3rd grade, and Design Your Own Galaxy for 4th through 7th grades. Each was well received (forty attendees

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and twenty-seven attendees). Most exciting was that Design Your Own Galaxy attendance was mostly boys ages 9-12. It's rare to get that demographic so excited about library programs; they were even asking when we would be having another.

#### Early Literacy

During August, Story Times were on hiatus. We resumed Play to Learn, a self-directed experience with stations inspired by STEAM (Science, Technology, Engineering, Art, Math). Four hundred and seventy-three patrons attended Play to Learn. Rosetta's House, our Early Literacy Center, was refreshed to match our Summer Reading Story Time theme, Around the World. Children visited different continents around the world at different stations and learn about the native animals, ecosystems and even the inhabitants. 1,277 patrons visited Rosetta's House in August. Our fall theme is currently emerging: Camping and Forrest Animals.

#### Summer Reading Wrap Up

713 children registered for the Summer Reading Program this year, with 248 completing the program by either reading 20+ hours (K-7th graders) or getting 50 books read to them (birth-age 5). Both registration and completion numbers were up from last year. We offered 52 programs for children in June and July, with 2,455 total attendees.

- 43 Junior Friends donated 988.25 hours
- 215 teens signed up for Teen Summer Reading: Lincoln 113, Royalton 34, Baroda 6, Other 62
- 118 teens finished the program
- 12 Special events were offered
- 201 Attended special events: Lincoln 127, Royalton 21, Baroda 12, Other 41

#### Lake Effect Jazz Concert

Attendance for our annual Lake Effect Jazz concert continues to grow. We drew 100 patrons on July 13.

#### Library Card Drive

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Our summer library card drive ended on July 31. New patrons could enter a drawing, as could existing patrons who brought someone new to sign up for a card. We had 201 entries, including 136 new patrons. Brian drew six names, and the winners received iTunes gift cards. We are currently holding another card drive that runs through September 30.

#### Vintage Baseball Game

Our Annual Vintage Baseball Game between the Berrien County Judges and Mary's House of David was on August 3. The Round Oak Cornet Band had to cancel due to the threat of severe weather, and we had to move the game to the Roosevelt Elementary School on short notice due to construction at the township park. Despite these obstacles, we still drew 65 people.

#### Community Fun Day

We couldn't have asked for better weather for the seventh annual Community Fun Day. Kaela provided bubbles and sensory activities for children in the community park picnic shelter. Together we handed out 240 book bags and talked to community members about various programs and services the library has to offer. There were at least 500 people attending the event. The Senior Bingo, held in the library for Community Fun Day, had the Lawrence Room packed to capacity. Every year players fill our parking lot before the library is even open just to get to a seat.

#### Crockpot Program

Because our first crockpot program was so popular in May, Michelle suggested we hold another. Lisa Micunek and Janet Arnold from Martin's School of Cooking agreed to provide the labor for a second class in August. It too was full at 25 participants. Tween Tomes Book Club

This book group for 'tweens in grades 4-6 is entering its seventh year. Thirteen free copies of each month's selection are provided by the Friends. July's summer edition of the books group was well attended. The 2017-18 school year is off to a good start as registration for September is already full.

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Penal Fine Check

We have received our penal fine check in the amount of \$181,476; this is down from last year's amount of \$195,254 (7.056%)

Workers Compensation Audit

We have had our annual worker's compensation audit. Since our employees are covered under the township's policy, our payroll records are examined at the same time as their review.

Building Work:

- The flagpole sidewalk was done by Creative Landscaping
- The roof drains were cleaned by Garey Roofing
- More areas of carpet/VCT were cleaned by Great Lakes Cleaning
- The clerestory windows were cleaned by Michiana Window Cleaning. They also did the courtyard windows, cleaned the chandeliers and re-lamped them as needed
- The annual fire alarm and sprinkler inspections were done. Various gauges and a solenoid will be replaced

**FOR THE GOOD OF THE LIBRARY**

The board thanks Michelle for her interim director leadership during this time of transition.

The board extends a warm welcome to Jessica!

Pauline, Nick, Liz and Diane thank Megan and Linda for their hard work in leading us through the strategic planning process.

**ADJOURNMENT:** 1:08 p.m.

Next meeting is October 17, 2017. Time to be determined.

The scheduled meeting of November 21, 2017 has been changed to December 5, 2017 at 7 p.m.

Respectfully submitted,  
Elizabeth Schiman