

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JULY 18, 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.

CALL TO ORDER: 7:02 p.m.

GUESTS: James F. Scarpone, CFP, CPA, CVA, Deb Christensen.

PUBLIC COMMENT: None

AUDIT REPORT: James Scarpone of Scarpone & Co., P.C., presented and reviewed the annual audit report for the fiscal year 2016-2017.

ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES: Linda made a motion, supported by Pauline, to amend the June 20, 2017 minutes to compensate Brian Johnston and Kaela Cochran with a 5% interim raise, effective June 12, 2017 (changed from June 9, 2017) until the Director is hired and has begun working. Motion unanimously carried. Megan made a motion, supported by Linda, to approve the amended June 20, 2017 minutes. Motion unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Nick, to approve the Treasurer's report for June with check no. 18223 thru 18257. Motion unanimously carried.

CORRESPONDENCE: None

GOVERNANCE AND ADMINISTRATION

President

By-Laws: By-Law review and discussion is tabled until the October board meeting.

Library Policies: Michelle suggested that there is a need for Board review of library policy. Michelle will begin to compile suggestions, with staff input, for updating library policy.

Community and Government Relations

Friends Report: The Friends next meeting is July 25.

Building, Landscape and Technology

Flagpole Path: Creative Landscaping will be installing a level surface to the flagpole.

Finance

No additional report

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Strategic Planning

Linda and Megan report that the focus group recruitment is proceeding and we are on schedule.

Operations and Staff

Director Search: Linda reports that prescreening of applicants for the Director position has begun.

Interim Director Report – Michelle Boisvenue-Fox

Strategic Plan

Flyer/invitation - Staff created their own handout for the focus groups. Issues have arose with parents with young children. We discussed with Dave the need for children to attend with parents. The Library will provide activities for children to play in the room with their parents.

Staff emails – Staff created a survey based on Dave's questions. These were sent out by Michelle to staff email directly. And to the Library Board separately. They were printed for staff who don't have LTPL email (I.e. pages and custodian).

Patron email addresses – Vicki has located the report we need to extract patron email addresses from the catalog system to send out our strategic plan survey to patrons. She will talk to Hollie to find out what format the Excel spreadsheet that Survey Monkey would need to make this complete.

Issues & Opportunities

Library Blog – Two blogs were posted last week. One featured staff picks for July. And the other one was on Tech Help where people can make an appointment with staff. *Michelle posted a schedule to get staff to write a blog weekly. These can also be posted to Social Media increasing the staff-created content on that platform.*

Cataloging – Have gotten a lot of feedback from Felicia (the "wonder" cataloger). Michelle has gotten information on primary cataloging focuses with other work being done to catch up on other duties (eventually this could be projects again).

- A need to streamline special projects and not have too many going at one time. Granted, there are a lot of needs.
- Within each person's work to prioritize items with holds, new materials (to be processed as it comes in) and then problem items, donations with other special projects.
- More training is needed of staff. All staff need to be cross trained in cataloging AV so that this is kept under control.
- It has been identified that many AV and youth items could be as much as two years old and has not been cataloged. Felicia and Hollie are working to get this caught up so that everyone can move forward with a clean plate.

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- Hollie has been working 8 hours in cataloging to help Felicia. She has been trained on cataloging AV by Felicia to help this backlog disappear.

Staffing

Front Desk Coverage – Michelle has had three youth desk shifts over the last two weeks and will do her first circulation desk shift tomorrow. Brian trained her on circulation processes already.

Pages – Two 8-hour Pages were hired and have started. Maanasa and Elizabeth. Both were familiar to staff.

Youth – Kaela will be returning to her full time hours at the end of summer.

Facility Checklist – Results of the checklist include notes on decluttering the service desks further.

Merchandising/displays: There is definitely a lack in merchandising and displays. While there are some attempts staff were surprised when the new books were face out. In other words, this isn't just something for the youth section.

- The New book area could use some improvements/enhancements. Warmer shelving, lighting, seating, move the sculpture out of the living room with some greenery around it.

Library Living Room: The magazine room could use some additional enhancements to make it comfortable and welcoming. Maybe a fireplace? Leather furniture? Additional lighting.

Collection Arrangement: The library could use some stacks removed. Down the center so people can find the living room (magazine room). And near the director's office so the quiet study rooms are visible and used more.

- Further some of the collections in the adult area are arranged strangely with business, cookbooks and gardening shelved separately. This is confusing for patrons. When other libraries do this, it's with a "power wall" arrangement and it's very obvious (signage, special treatment, merchandising/displays).
- It's also poor ADA and accessibility to have items shelved on the top shelf. It looks like more weeding could happen as there are books on the shelf that haven't circulated since 2012 and earlier.
- Patrons complain the movies are too low – the current new book shelves could be a solution.
- Patrons can't find the kids movies (tucked along the back wall) or audio collections.

Signage: Compliments to the library for not over signing. Some work needs to be done on the youth signs – those are a little much.

- And the Teen and Youth area signs while they are well branded, they do not go with the style of the library and they are hung too high to see.
- Endcap signs could be more interesting with better readability.
- More attractive signage for new books for both the adult and youth collections.

Space Usage – Some changes.

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Chairs were moved out of one of the study alcoves and a desk found in the adult nonfiction section was put in its place. This was done because the MOST utilized study space in the building is the alcove with the built in desk. Happily this alcove is seeing increased use now.

Red upholstered chairs in the quiet reading room were moved into the teen section. The plan is to move the wood shelving further down towards the large music collection. Possibly switching the new books and audio collections on this unit. This change may open up the space and increase its use. There are additional red chairs in the Lawrence room that staff say are also available for this space.

It's been noted that tutors use the round study tables all over the building but not necessarily in the study rooms or alcoves. The two circle tables by the summer reading table were separated to see if they both get more use.

Brian's Board Report – July 2017 (also includes notes from Mary Ann)

Brian continues to hold circulation meetings and morning huddles, for staff to stay up-to-date on issues and policies.

Brian has asked staff to hand out invitations for the Strategic Plan focus group. There is a list of frequent patrons at the front desk, and we are crossing off their names as staff hands them the invitations. He also helped to identify patrons for the one-on-one surveys.

Brian led a Public Services Meeting on July 18 to discuss programming for the fall newsletter. We'll have notes from that meeting available for the next Library Board Meeting.

Brian changed the format of Eric's **Tech Help** program. He now takes appointments, as opposed to the old "first come, first served" twice a week format. Brian created another blog post for our website, highlighting this service.

PC Consultants has been here several times over the past couple of weeks to assist us with various technology issues.

As of July 11, we have 161 adults signed up for this year's **Summer Reading Program**, surpassing last year's total of 151.

Our library card drive is still going on, now through July 31.

Mary Ann made our regular **Doorstep deliveries** to three at The Willows and eight at The Pine Ridge Center. Pine Ridge sign up one more participant for next month's delivery. Brian continues to make deliveries to some of our individual Doorstep patrons.

Mary Ann's Wednesday visits to Spring Lake Mobile Home Community to offer LTPL's summer reading challenge and S.T.E.A.M. activities have averaged six per visit.

Mary Ann's **Maker Mondays at Hess Lake Park** in Baroda drew an average of 18 participants.

We hosted eleven patrons for our **Computer Security Basics** class with Charlie Olszewski on June 20. Mr. Olszewski has volunteered to come back and teach two more computer security classes for us this fall.

Brian finished his four-part **Excel class** on June 21. Since the last Board Meeting, he has also taught **Windows 10, Word Parts One & Two, Facebook & Twitter**, and **eBay**.

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Martin's School of Cooking joined us on June 21 to offer *The Summer Side of Crockpot Cuisine* to 25 participants. Do to the high interest in the program we will be offering it again on August 8.

We hosted ten patrons for our *Greeting Card Workshop* with Cindy Johnston on June 23.

The *Adult Coloring Group Meeting* was on June 26, with one person attending.

Twenty-three people joined Mary Ann on June 28 for *Tales You Can Taste Book Club* to discuss *The Bagpipes, Brides, and Homicides*, the sixth in the Liss MacCrimmon Murder Mysteries by Kaitlyn Dunnett. Lisa Micunek and Janet Arnold of Martin's School of Cooking served up a bridal shower feast for the occasion.

Eleven people were at the *Red Brick Café* in Baroda for Mary Ann's *Head-to-Head Trivia Challenge* on July 5.

Kathy's *Tuesday Morning Book Group* met again on July 11, and they discussed *Don't You Cry* by Mary Kubica.

Brian ran another *Writers Group Meeting* on July 12.

Our annual *Lake Effect Jazz concert* was on July 13. More information on the program will be available for the next Library Board Meeting.

Kaela's Board Report – July 2017

1.1.2 Consider providing patrons with devices such as e-readers and iPads for in-house use or loan.

Kaela wrote and received a grant from the **Library of Michigan** for \$2,000 in order to purchase iPads, apps, and a large TV monitor for children's programming. She has purchased some of the grant materials already, and will implement them into storytimes and Play to Learn in July and August.

1.2 We will provide training every year through at least two, or possibly three, delivery methods for patrons and staff to become adept at using library technologies.

Hollie, Natalie, and Mary Ann attended the exhibits at the **American Library Association's** annual conference in Chicago on June. Hollie and Natalie watched a demonstration of Beanstack, an alternative to LitKeeper, which we may consider for next year's summer reading program. Hollie felt the program was easier to manipulate than LitKeeper. Hollie and Mary Ann were shown the new Libby app for Overdrive. This new app seems to be much more user friendly. Hollie enjoyed collecting advanced readers copies of teen books, which she will give away to teens as prizes. The teens always enjoy receiving them. The annual conference is a great resource for information for maker spaces, books, marketing, online services, etc.

1.2.1 Provide opportunities for staff to participate in webinars

Natalie participated in a **PLA Outside the Lines** webinar on June 1st.

Natalie attended a **Makerspace Workshop** in Niles on June 14th.

2.1.1 Keep an ample supply of new books

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Hollie has begun helping the cataloging department. She has been working on Junior Fiction and DVDs. We greatly appreciate her flexibility and help during our time of need.

2.3 We will create stronger ties with area educators to support local student population

Mary Anne and Natalie completed visits to the local elementary schools in the first week of June to promote our Summer Reading Challenge and the related programs. They passed out flyers, discussed the prizes and took props to build excitement. They visited Hollywood, Roosevelt, St. Paul's Lutheran and Christ Lutheran schools. During their tours, they were able to bolster relationships with the staff and faculty at the schools, and even took suggestions for programming they would like to see from the library, i.e. Monthly Book Talks.

3 We will offer programs for all ages, both on and off-site, to reach as many residents of our service area as possible.

We hosted a ***Magic Show with Joel Tacy*** on June 15th to great success. Over one hundred and sixty-nine patrons attended the show. We received exceptional feedback from parents and children alike.

During Be Kind to Animals week, on June 22nd, we invited members of the local 4H to bring their animals to our courtyard; we hosted a llama, two goats, a chinchilla and some bunny rabbits. Children were ecstatic to meet these animals in person and all received a chance to pet them. We hosted two hundred and nine patrons at the program.

In an effort to promote a healthy lifestyle for our young patrons, our local yoga instructor, Michelle Lihou, taught techniques at a ***Yoga Kids*** program for children ages 4-9. Thirty-four members of our community joined in the class for technique instruction and finished with a healthy snack.

Miss Sherri coordinated with Kindermusik and The Citadel to host a ***Music Around the World*** program on June 28th. Our guests played native music from countries all around the world and gave families time at the end of the program to try out the instruments themselves. Fifty-seven patrons attended the event.

We held an additional magic-themed show on June 29th, called ***Build a Better Magic Show***. Children and families learned tricks and even got to take home their own magic prop. Magic shows always have great attendance here and this was no exception; one hundred and fourteen patrons attended.

As part of our summer programming, we are offering ***Pajama Movie Nights*** in the Lawrence Room on Monday evenings. We have shown *Dolphin Tale* and *Tomorrowland* with fourteen and six patrons, respectively.

Tuesdays have become ***STEAM days***. In addition to our already popular ***LEGO Bricks Club***, we hosted ***Cardboard Challenge*** and ***Imagination Art*** programs. ***Cardboard Challenge*** is a true makerspace; we supply the cardboard, glue, glitter, etc. and children create to their hearts' content. This was extremely successful and fun. Eighty-two children and parents alike created robot suits, houses, tea sets and more. ***Imagination Art*** allowed children to express themselves creatively by using colored tissue paper and liquid starch to create a unique masterpiece. Thirty-six children attended.

Lego Bricks Club met on June 13th with forty-one attendees. Attendance was up by nearly double. We now have many regulars who love to attend because they know that their Lego creations will be on display for the month until the next program. Children love the idea that they get to show off their work. And with school out, this gives families some free fun.

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Book Hounds, a program where children build confidence by reading to service dogs, met on June 14th. Forty-eight patrons attended. This was almost two and a half times the attendance of the previous month. Registration for the current month is already full. Unfortunately, success is a double-edged sword; we have been informed by Stay and Obey that finding volunteers for our program is becoming cumbersome and July will be their final month. Natalie is currently looking into an alternate company and volunteers.

3.1.2 Become involved in Royalton, Baroda, and Stevensville special events

Mary Anne invited Natalie to attend **Stevensville Liberty Days** with her and to offer pre-registration for our Summer Reading Program. They pre-registered 67 patrons for Summer Reading and spoke to over two hundred members of the community.

3.2 We will review and expand programming to fit the needs of preschool children

June saw the return of **Story Times**, much to the delight of our patrons and their children. Our theme for the Summer Story Times is Around the World. Each week we will be learning about a different continent and will finish Story Time with a craft and play time in our courtyard. Four hundred and ninety-seven patrons attended weekly Story Times. This number is a little low as we had the first two weeks of June off to prepare for Summer Reading.

We featured two **Evening Story Times** in June, on the 13th and the 20th. These were a repeat of morning Story Times to offer working families a chance to attend. Attendance was twenty and fourteen patrons, respectively.

3.2.1 Maintain attendance and quality of the summer reading program

As of July 11:

- The Read to Me program has 219 young patrons registered.
- The Children's program has 298 children registered.
- The Tween program has 183 tweens registered.
- The Teen Summer Reading program has 169 teens registered.

3.4 We will maintain and expand programming that engages teens and allows them to participate in the library in ways that entertain and educate

Hollie and Vicki hosted **Fandom Tea Blending** on June 16th. Teens created their own tea blend based on their favorite fandom such as Doctor Who, Harry Potter, or Batman. Twenty-four teens attended the event and requested that we repeat the event in the fall.

Twenty-seven teens helped build a better world for shelter pets with Hollie and Mary Ann on June 23rd. Teens made a cat toy, a dog rope toy, and a fleece pet blanket. All items were donated to Animal Control by Hollie and Vicki. Hollie also posted photos from the event on the Library's Facebook and Flickr pages.

The **A2 Magic Workshop** for teens was held on June 29th. Twenty-four teens were taught several magic tricks by A2 Magic. The teens even took home magic kits. Hollie was very pleased with the performance and wrote a recommendation for A2 Magic to use when advertising their programs.

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Teens met on July 7th to ***Build a Better Bridge***. Thirteen people attended the event. Hollie and Vicki led the teens in a LEGO bridge building competition. The bridge that held the most books won a prize. Comments from the teens were very positive. Hollie and Vicki are considering hosting more LEGO events for teens in the future.

4.2 We will optimize the configuration and layout of the space for the public

Rosetta's House, our Early Literacy Center, has been refreshed to match our Summer Reading Story Time theme, Around the World. Children can visit different continents around the world in different stations and learn about the native animals, ecosystems and even the inhabitants. One thousand three hundred and sixty-four patrons visited Rosetta's House in the month of June.

Administrative Assistant report submitted by Deb C. | July, 2017

Our architect, Chris Brooks, contacted the company that did our front parking lot work last year to get the stripes repainted this year at no charge; the work has been done.

Other outsourced building work done recently includes:

- various light fixture ballasts were replaced
- heavy traffic areas of the carpet were cleaned and some VCT floors stripped and waxed
- the quarterly maintenance of the HVAC system was done (post cottonwood season) and a condenser fan motor and a broken belt were replaced on a couple of the rooftop units

BOARD ACTIONS ON PLANNING ACTIVITIES: None

FOR THE GOOD OF THE LIBRARY: Diane contacted Shirley Bruursema regarding her providing a Board training session. Shirley will be available, pending a date convenient to all parties.

ADJOURNMENT: 9:02 p.m.

Next Meeting is September 19, 2017.

Respectfully submitted,

Elizabeth Schiman