

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JANUARY 17, 2017
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PRESENT

President Diane Nye, Vice President Linda Stocker, Treasurer Nick Sedalia, Secretary Elizabeth Schiman, Trustee Pauline Yost, Library Director Mary Hill.

Absent: Trustee Megan Yore-Norbey

CALL TO ORDER: 7 p.m.

GUESTS: Mary Ann Ware

PUBLIC COMMENT: None

CONSENT AGENDA

1. Approval of minutes from November 29, 2016.
 2. Approval of Treasurer's report for November and December, 2016, with check no. 17910 through 17987.
 3. Correspondence
- Pauline made a motion, supported by Linda, to approve the consent agenda. Motion unanimously carried.

GOVERNANCE AND ADMINISTRATION

President

Code of Ethics: Linda made a motion, supported by Nick, to adopt the Code of Ethics, as presented. Board will be expected to sign document at beginning of their term. This document will be added to Lincoln Township Public Library board bylaws when they are revised. Motion unanimously carried.

Certificates of appreciation: Certificates of appreciation were signed by Board President Diane Nye to be presented to staff for their years of service to the library. Receiving certificates are Deb Christensen, 20 years of service. Also, Hollie Ayres and Vicki Rausch, each with 15 years of service. The board thanks them for their dedication to the library.

Community and Government Relations

Pauline shared with the board the activities discussed at the Friends of the Library board meeting. The board also got a copy of the Friend's newsletter and membership registration.

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Building, Landscape and Technology

Lawrence Room remodel is finished, except for a coat of paint that will be completed later this month. The Quiet Reading room is scheduled to reopen this weekend. A solution is being sought for noise reduction in Community Room. RFID project to begin in the next couple of weeks.

Finance

Mary did a power point review on library funding. A review of balance sheet fundamentals was also given.

Strategic Planning

Lettering for the donor recognition wall is done. Project is close to completion.

Operations and Staff

Kindle policy: Pauline made a motion, supported by Linda, to adopt the E-Reader Use Agreement and E-Reader Use Agreement Acknowledgement Form as presented, with the following additions. Forms are to be printed on library letterhead, and the acknowledgement form will include 'or loss' in the financially responsible portion of the form. Motion unanimously carried.

Permission form: Linda made a motion, supported by Pauline, to adopt the Checkout History Permission Form as presented. Motion unanimously carried.

Director Goals: Board reviewed goals for the director which were created by the personnel committee.

Director's Report – January, 2017

The building projects are continuing on schedule. The Lawrence Room is finished except for a coat of paint that will be completed later this month. The Community Room is finished; although there is still an echo in the room and I have met with Chris Brooks to discuss solutions to the problem.

The dividing door in the Quiet Reading Room is scheduled to be hung next week and Vanguard will be in to complete the sprinkler system redo for the room. The carpet and painting are also scheduled. The equipment for the RFID has arrived and Dale's team will start on the bookdrop

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rooms next. The back staff hallway and the Lawrence Room Hallway have been carpeted and the gel tiles laid. We also added gel tiles in the Children's restroom area to hide stains on the light grey carpeting. Kaela has added a story wall to the Lawrence Room Hallway. We have received many positive comments on the improvements. Kaela has ordered a new bigger story time rug which will be used in the Lawrence Room.

The handicap signs in the parking lot are all in place. We are in the process of getting the sign redone that says additional parking is in the back. The sign for "Donor Recognition" has been placed above the art work. I will be working with Twin City Engraving this month to complete the project.

The endowment fund that we have at the Berrien Community Foundation has grown to \$206,822. We added \$2980 from donations this year.

The managers have all held meetings with their staff to discuss the goals and objectives for the year. Brainstorming sessions were conducted to discuss ways in which patrons make us aware that they are happy with the job we do or something that we do for them. We have also discussed ways to increase library card sign ups.

The state aid report has been completed and sent into the state library. The state statistics can be found on the library of Michigan web site under state aid report. These reports are divided by library size and our library is a class four due to our service area population. The reports you will find there are 18 months old due to the reporting cycle. Using this report to view our library in relationship to our peers is informational. One of our peer libraries which I use as a comparison is the Spring Lake, MI library.

I have started preliminary budgeting for the next fiscal year. I will be meeting with the finance committee this month to flesh out our draft.

Linda Stocker and I met with the principal of the Hollywood School this month to help identify areas we might be of help and partner with the schools. Our outreach team will have tables at the three elementary schools during their parent teacher conferences Feb. 7th and 9th to promote library card sign ups. We also issued five library cards to the Hollywood School principal for students to use to access our Tumble Books database and other state databases offered by MEL (Michigan Electronic Library).

We have purchased new software "Eventkeeper" to facilitate on-line registration for our classes. We are looking into two other modules; one for our meeting room sign-ups and another for Summer Reading registrations.

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Teen Winter Reading begins on January 16 and runs through March 4. Teens may sign up at the youth desk. Once they have completed a BINGO, they get a prize and earn an entry into our grand prize drawing. This year's theme is, "Curl up with a Good Book".

Winter Reading for adults also begins in January. "Drift Away with a Good Book" is the theme for 2017. We are using the display case to promote the event through the end of January. Patrons can choose any five of ten "tasks" to complete the program, at which point they will receive a chocolate bar and be entered into a grand prize drawing for gifts from Full Circle Café and Watermark Brewing Company.

1.1 We will continue to acquire and make use of at least one of the latest informational and entertainment technologies available each year.

- The vision impaired machine has been set up in the magazine room. This machine will allow patrons who are visually impaired to put items under a magnifier and see enlarged images on a screen. It was given as a donation this year.

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.

- Eric and Brian have trained the library staff to use the vision impaired machine. This will allow all staff to assist patrons on this machine.
- Eric has trained Kathy and Natalie to edit MARC records for the Children's Re-cataloging project. Kathy will be working on reclassifying the Children's Music CDs and cleaning up the records. Natalie will be working on cleaning the Easy Series books and relabeling them.

1.2.1 Provide opportunities for staff to participate in webinars.

- Natalie watched "STEP into Storytime" webinar and "Every Child Ready to Read-Mixed Age Programs 0-6".
- Natalie joined the Build a Better World program sponsored by MLA and attended the webinar for Youth Programming.
- Brian attended the webinar "Why Your Patrons Want Value Line" and "The People in Your Neighborhood: Using Business Decision for Administrators".
- Eric, Linda, Felicia, Mary Ikola, Hollie and I attended the TLC Webinar focusing Label Printing with Release 42 LS2 Cataloging. LS2 Cataloging drastically changes cataloging. Each of these webinars is designed to slowly immerse catalogers into this new technology. This is the first of a series of webinars from TLC. We also attended the LS2 Cataloging Overview webinar.
- Vicki and Hollie attended the LS2 Cataloging Overview webinar.

1.2.4 Assure that each current and new technology we offer comes with training in a variety of formats, suitable for either individual or group learning.

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- Brian's computer classes for winter 2017 began on January 17 with the Beginning Internet class. Brian is also starting to use a patron feedback form to gather information about what he's doing well and where he can improve in the future.
 - Eric completed writing the instructions for Event Keeper and EKRegistration online software. These instructions for the staff to create events and registration forms in this software. Staff was trained in this software before it went live.
- 1.3.1 Upgrade computer hardware/software according to the technology plan in place.
- Eric worked with Indiana Electronics to install a new paging system. This new system will replace the system installed around 2000. It will allow staff to effectively make announcements to library patrons.
- 1.4 We will investigate ways to improve library processes through the use of technology each year.
- In November and December, Eric worked with Curtis Osmun at St. Joseph, Ted Theisen at Bridgman, and Roger Grubbs from TLC to technologically prepare the Red Arrow Consortium to transition to the TLC hosted solution.
 - Eric worked with PC Consultants to create a VPN connection for the library network. This connection will allow Mary Ann and Kaela to remotely sign people up for library cards at outreach events.
- 2.1.1 Keep an ample supply of new books.
- Brian has investigated two Indie book review sources, BlueInk Review and Kirkus Indie Reviews. These review sources review self-published books. Brian found Kirkus Indie Reviews to be the better of the two sites and, based on their staff's recommendation, selected a few of the books for purchase for our collection. Brian still plans to use the display case to promote self-publishing in February.
- 2.1.5 Evaluate at least 2 databases per year to determine their usefulness.
- Since September 2016, Eric has seen an increased use of the Tumblebooks Library Database statistics.
 - August = 100
 - September = 813
 - October = 2428
 - November = 84
 - December = 124We believe this increase is due to area teachers using this database in their classrooms.
- 2.2.1 Investigate the purchase of e-readers and content to expand the number of bestsellers available
- We have purchased Kindles for patrons to checkout. Six black and white kindles were purchased to load bestsellers. Three Kindle Fire devices were purchased to load other types of items such as audiobooks or music. The library currently has nearly 400 albums in their Digital music collection. The Friends of the Library gave us \$300 toward this project.

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2.3.2 Contact each school in service area to offer library services to teachers and make teachers aware that librarians are available for special presentations.

- We contacted Principal Natalie Macerata at Hollywood Elementary to organize a library presence at the Parent-Teacher Conferences in February. Mary Ann is spearheading the cooperation. Our goal is to have a presence at each of the three elementary schools offering conferences simultaneously to build patronage and community presence.
- Mary Ann visited with 66 Kindergartners at Stewart Elementary in November to share books about fall and Thanksgiving traditions.

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

- During our December story time hiatus, we held the Holiday Stories and Cookies program which was by far one of our most successful programs yet. We read stories and decorated cookies, and Santa visited the children. One hundred and six people attended the program over the course of two hours.
- Winter Art and Cookies, a program for children in 4th and 5th grades, included crafts like making a card and snow globe and decorating a cookie. Five people attended.
- Our Lego Bricks Club continues to be a big hit. The drop-in event attracted eight children. Children of all ages played with Legos and ate holiday cookies.
- Book Hounds, a program previously owned by the Outreach Services Department, has now been officially adopted by the Children's department. Children, ages K-5, build literacy confidence by reading to a trained service dog.
- Bookworms, our book club for 2nd and 3rd graders, met in December with thirteen children in attendance. The registration for the January 19 session is full with three children waiting to be added if there is a vacancy. Lesson plans include book discussion and crafts.
- The Tuesday Morning Book Club met again in January to discuss Open House by Elizabeth Berg. Thirteen patrons attended.
- Bill Westerbeke returned to give an Elder Law presentation. Participants heard about how to deal with the physical and mental challenges of aging. Eleven people attended. Mr. Westerbeke will be giving two more presentations here at the library during this newsletter cycle.
- For a new program in Winter 2017, Brian is offering an Adult Coloring Program once per month.

3.1.1 Sponsor at least 2 programs a year that does not require visiting the building.

- Tales You Can Taste Book Club, hosted by Mary Ann at Martin's Supermarket continues to be a very popular event. Last month nineteen attendees discussed Pomegranate Soup by Marsha Mehan.

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

- Mary Ann represented the library at Stevensville's Christmas in the Village. The library provided a very popular "Decorate Your Own Santa Hat" craft for the kids. Estimates are that the event was attended by around 600 people.

3.1.3 Sponsor at least one program each year to reach nonusers who have never registered for a library card.

- We started a new collaboration between the library and Watermark Brewing Co. in December. Fourteen people were present at the Head-to-Head Trivia Challenge as Mary Ann quizzed contestants on trivia about the holiday season. It will be held the second Wednesday of the month through March. We received positive comments from the participants.

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

- Story Time programs for ages 2 and up were on hiatus during December and resumed in January led by Natalie. Average patron attendance per session has been twenty-eight people.
- Baby Time programs for ages 6 months to 2 years was also on hiatus during December and resumed in January, led by Sherri. Average patron attendance per session has been twenty people.
- Baby Yoga has resumed. This program teaches caregivers stretching and relaxation techniques for children 6 months to 2 years old.

3.2.2 Investigate the option for a fall/winter reading program for kids.

- Winter Library Adventure, a winter reading program for kids of all ages, ran from December 12 to January 7. Eighty-one children from Lincoln, Baroda, Royalton and other townships registered for the event, which had a scavenger hunt-style task list. Forty-five children completed the tasks to receive a winter-themed prize.

3.2.6 Investigate outreach programming for children in service area.

- Mary Ann's S.T.E.A.M. Locomotion collaborations with the Y.M.C.A.'s afterschool program drew 34 participants.
- Mary Ann reports that since the last Board Meeting we have welcomed one newborn from Lincoln Township with Books from Birth packet.

3.3 We will continue to offer innovative programming to tweens (kids ages 9 through 13) providing a bridge from childhood activities to teen programming.

- Ten 'tweens registered to take part in Mary Ann's 'Tween Tomes Book Club. The book for the month was The Borrowers by Mary Norton.

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.

- T.A.B. met in December with nineteen teens attending. The group discussed new books recently added to the teen section and upcoming events.

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- Pizza & Pages met to discuss A Monster Calls by Patrick Ness. The group is switching to odd months in the New Year.
- International Games Day was on November 19. Vicki and Hollie hosted 11 teens for a competition with board games, card games, and video games.
- Twenty teens attended Teen Create-a-Gift, making gifts for their friends and family including our very popular gift-in-a-jar. Lisa Micunek from Martin's School of Cooking in Stevensville brought cookies, frosting, and sprinkles for the teens to decorate.

3.5.3 Increase participation in the Doorstep program and local nursing homes delivery by 2% each year.

- Mary Ann made our regular Doorstep deliveries to three at The Willows and ten at The Pine Ridge Center.
- We also have several individual patrons that either Brian or a volunteer delivers to. These patrons continue to offer positive feedback on the program.

4.1 We will install a comprehensive signage and way-finding system that is consistent, contemporary and efficient offering directional aids to visitors to the library.

- We adjusted the signage in the Junior Fiction and Junior Non-Fiction sections to reflect shelving and to provide ease of use to patrons.
- We are integrating the Easy Series section into Easy Fiction to reduce patron confusion and to remain consistent with the cataloging philosophy for the entire Children's Department.

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

- Our Early Literacy Center continues to be the shining star of the Children's Department. One thousand eighty patrons have visited Rosetta's House since December 1. In order to generate excitement and keep the environment fresh for the patrons, Sherri resets the theme often. We've had a Gingerbread House where children can "decorate" cookies and cakes, an Elf's Workshop to help Santa build toys, and a royal fantasy section where children can foster creative and social skills.

5.2 We will use at least 3 innovative media channels, such as social media to increase awareness of, interest in, and use of the library by 2% each year.

- In December, the library started an Elf on the Shelf event to advertise the Children's Department on the library's Facebook page. Pictures of the elf with famous children's literature characters, such as Charlotte and Wilbur, were posted on the page to build excitement. Patrons responded by guessing the book and posting their responses on Facebook.

6.1.2 Cross-train staff so no area of service is without competent staff any hour the library is open.

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- Brian continues to run circulation meetings about every two or three weeks, each meeting covering topics that have come up since the last meeting. Between January 12 and 17, he offered meetings that included Winter Reading training.

6.3 We will improve staff productivity through technology deployment and process improvement practices.

- Eric held a department meeting focusing on Customer Service and Lean Process Management.

6.3.3 Continue to send staff to workshops and conferences

- Eric attended a workshop in Grand Rapids “How to be a Better Communicator”.

BOARD ACTIONS ON PLANNING ACTIVITIES

Board will receive training from Brian Mortimore, February 21, 2017 at 6 p.m.

FOR THE GOOD OF THE LIBRARY

Received handouts for addition to trustee manual.

Diane requested that board members review bylaws, and send any recommendations to her for amendments by the first week of February.

Committees are to touch base monthly, and if meeting, are to include or apprise Director Mary Hill. Committees that need to present a report at a board meeting are asked to notify Diane two weeks prior to scheduled meeting.

ADJOURNMENT: 8:32 p.m.

Next meeting is February 21, 2017

Respectfully submitted,

Elizabeth Schiman, Secretary