

**LINCOLN TOWNSHIP PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**July 19, 2016**  
**7:00 p.m.**

**PRESENT**

President Dave Bailey, Vice President Marion Maier, Treasurer Nick Sedalia, Secretary Mary Sundblad, Library Director Mary Hill

**ABSENT**

Trustee Diane Nye  
Trustee John Smietanka

**CALL TO ORDER**

**GUESTS**

Jim Scarpone  
Linda Stocker

**CONSENT AGENDA**

1. Approval of minutes from June 21, 2016.
2. Approval of treasurer's report for June, 2016, with check no. 17679 thru 17723.
3. Committee Reports: Building, Landscape, and Technology; Finance; Operations and Staff; Patron, Community and Government Relations
4. Correspondence

Marion made a motion, supported by Nick, to approve the consent agenda. Motion unanimously carried.

**GOVERNANCE AND ADMINISTRATION**

**Finance**

**Library's 2015 Audit Report:** Jim Scarpone reported that the audit report was as expected—all records impeccable. He stated that the Library is well run and managed and is in excellent financial shape.

Marion made a motion, supported by Mary to accept the 2015 audit report. Motion unanimously carried.

**Strategic Planning**

**Donor Recognition:** Marion stated that an artistic mounting site has been selected and photos were viewed. The display will be above the public copier machine. A brochure needs to be developed on the procedure for donating/recognition.

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Marion made a motion, supported by Nick, to approve \$1200 to acquire the display and magnets. Motion unanimously carried.

### **DIRECTOR'S REPORT—REVIEW OF STRATEGIC PLANNING ACTIVITIES:**

Summer Reading has been very busy, with over 657 kids signed up so far. We have 128 Tweens (grades 5-7), 330 Elementary (grades K-5), and 199 Read to Me (birth-K). As of July 12, 145 adults had registered for this year's Summer Reading Program. This is the exact number of participants we had in 2015.

Eric wrote and received a grant from the Library of Michigan that provides financial support for library staff continuing education. The amount of the grant is \$1500.00. This money will be used for Eric to attend the TLC Conference in Tempe, Arizona. The conference is especially important to LTPL as they will be presenting the new web based Cataloging software as well as other software updates from TLC. The grant will require him to submit a report to the Library of Michigan state newsletter when he returns.

Building issues: Boelcke Heating & AC did the quarterly HVAC maintenance; IBID Electric replaced numerous ballasts; Doug Ryor turned on the lawn irrigation system for the season.

Deb met with Pam Baker from the Risk Control Department of the Michigan Township Participating Plan to discuss the operations of the library. Pam is available to assist the library in identifying any existing and/or potential liability hazards that may be present in our day to day operations.

The joint Labor Management Team met to discuss various issues. Brian Mortimore our Human Resource consultant attended the meeting. Later in the day, he facilitated the customer service focus group. The focus group (Kaela, Hollie, Jan and Marie) has agreed to facilitate further discussion with the staff at the upcoming staff meetings around the standards: Greetings, Above and Beyond, Special Needs, and Wait times and Bell ringing as defined by the group. It was also decided to ask Vicki to do some more technology training and for Brian to do more reference training.

Kaela has moved her desk to the Children's Office, which allows her more space to work, better storage, and easier proximity to the Children's Area. PC consultants ran the cables necessary to install a phone line and computers to the area she will be using.

Hollie met with Kellen Van Hulle from the Chamber of Commerce and taught him how to update the Chamber's website.

Emily, our page who will be leaving us at the end of the summer, has been very helpful in checking book drops during holidays. Allison, who also will be leaving, has been helpful in filling in circulation desk shifts, particularly evening and weekend hours. Emily has been trained to reclassify the Easy Nonfiction collection as Junior Nonfiction. This training will give Emily additional hours, help the staff by allowing the reclassification of

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the Children's collection to continue during the summer reading months, as well as allow the staff time to do various other summer reading activities.

Eric, Hollie, and I met with Wendy Bedell to discuss some changes to our website. At the meeting, we decided to upgrade our Go Daddy account to the next level. This provides us with more security speed of our website.

I met with Linda Stocker to answer her questions regarding library board duties, our strategic plan, the budget, and to give her a tour of the building and introduce her to the staff. We both felt the meeting was productive and informative.

Marion and I went to Chartreuse to pick out the art pieces we would like to use on our donor recognition wall. The panels are made by a local artist and will be a nice addition to our library décor.

Our longtime volunteer, Gladys Sandera will be celebrating her 90<sup>th</sup> birthday on Sunday, July 31<sup>st</sup> at the Stevensville United Methodist Church from 2 to 4pm. Please plan to attend to give our best wishes to Gladys.

The Friends of the Library reported they took in \$3000 at their annual book sale. They have also rearranged the book sale room and continue to gross around \$100 per week from their sales. Longtime Friends of the Library board member, Judy Fogarty, passed away this month. She will be missed.

Kaela and Sherri have finished spending the Upton Grant money for the Early Literacy Center at Rosetta's House. Carol Regal plans to write a follow up grant to supplement this program.

The Library will receive \$196,092.98 for penal fines.

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

- Eric viewed the demo site on which the Lakeshore High School Yearbooks will be hosted. Eric and Mary both approved the site and decided to move forward with adding the other yearbooks to the database.
- Eric and Linda attended a web presentation of Rubberstamp, a procurement database. This database will provide an interface that will allow us to keep track of attributes such as the status of materials and holds. After viewing the presentation, it was decided that this product would not be helpful.

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

- Brian's computer training classes since the last meeting include Word Parts Two, Three, and Four and Excel Parts Two, Three, and Four. His final summer class will be on July 26, when he will teach a brand new class on Mail Merge.

1.3 We will maintain our current computers and software programs, and investigate new technologies such as mobile apps, laptops and handheld devices as they become available.

- Eric configured the children's computers so that the Google Chrome web browser loads on startup. This configuration change was done to help people locate the web easily as well as view information about the library.

1.3.1 Upgrade computer hardware/software according to the technology plan in place.

- Theo from PC Consulting, with the assistance of Eric, rearranged the server in Eric's office, virtualized the server for redundancy, as well as set up a backup device. Rearranging the server will save space as well as allowing quick access to devices; such as when the internet goes out, Eric will have easy access to the devices. By transferring the server to a virtual environment, Eric can easily recover the server if it should ever fail. It will also allow the library to use the old server as a backup server that will provide redundancy for the virtual server. Also, virtualizing will allow Eric easy access to the server through his personal computer instead of accessing it from the server. The backup device will provide system images of all staff computers, which will allow staff computers to be completely restored should anything happen to them.
- Eric completely transferred the digitized yearbooks to 12 DVDs, which have been sent to Northern Micrographics to be added to the yearbook platform. He will hear from Colleen Lubinsky when they have been added successfully.

1.4 We will investigate ways to improve library processes through the use of technology each year.

1.4.2 Provide wireless printing options by 2015.

- Eric has been able to successfully configure wireless printing for the PC laptops. This service is provided by Smart Alec from Comprise Technologies. Eric aims to configure wireless printing for android smartphones as well as iPhones in the next few weeks.

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.

- Eight people attended the Estate Planning Basics presentation, hosted by Bill Westerbeke, on June 22. This was a makeup from a previous date, and not everyone originally registered could make the new date.
- Seven people attended the Citizen CPR with the American Red Cross program on June 29.
- Thirty people attended our Attila Trio Plus concert on July 7. This is in spite of the fact that the forecast called for thunderstorms and it was very muggy and uncomfortable outside. One patron told Brian that she is impressed with the library's program offerings.
- Nineteen people attended Library Book Hounds on July 13.

- Brian has interviewed six patrons so far in preparation for the Writing Group he is starting this fall. In gathering information from participants, one of the most common desires for those who want to join is that they want other people to give truly constructive criticism of their writing because finding people willing to do this is difficult.
- There are 54 total events for children planned for June 13-July 31, including story times. Of the 54, so far we have held the following:
  - Monday Movie Matinees (4): This summer we are showing sports movies from the 1990s to go along with the summer reading theme. Attendance has been sporadic, with anywhere from 3-19 attendees.
  - LEGO Bricks Club (2): LEGO Bricks Club had excellent attendance this summer. It is Kaela's hope that our numbers will stay up throughout the school year with the new age range of K-7.
  - Let's Create with...Sand: Although we had to cancel the June program due to lack of sign-ups, we promoted the July session more heavily and had 20 kids signed up to come on July 14.
  - STEAM Challenge: This program was especially successful. Kaela had several kids ask when the event was going to be repeated, and she hopes to be able to repeat something similar either this school year or next summer. She has also noticed many more children playing with the STEAM kits in the Children's Area this summer, which is exciting.
  - Made in Michigan: We held this program outdoors and had record attendance, with 113 people coming to meet farm animals and learn about agriculture in Michigan. It was a hot and sunny day, so we enjoyed some popsicles on the lawn afterwards.
  - Ready, Set, Go!: The Curious Kids Museum did a great job with this program all about the inventions of Leonardo di Vinci. The attendees especially loved the catapults and making structures out of marshmallows and toothpicks.
  - Kids on Stage Glee Club Performance: The Glee Club did a great job with their performance.
  - Yoga Stories (2): First, a yoga video tells a story as the kids do the poses, then there is a creative art project, followed by a healthy snack. The first two sessions went beautifully, with the kids participating fully in both the yoga and the art projects. This is a program Kaela will repeat in the future.
  - An Animal Tale: Kalamazoo Nature Center put on this interactive puppet show to educate kids about the outside world (including pollination, hibernation, migration, and navigation). The program ended with a live milk snake that the kids (and adults) got to touch. The presenter was possibly one of the most talented Kaela has seen in the last two summers.
  - Family Story Times (14): Story times on Tuesday, Wednesday, and Fridays have been doing well. Sherri and Kaela are working on collaborating more closely each week with their themes. This summer they coordinated all of their weekly themes and were able to share book recommendations, songs, and rhymes with each other. We will continue to follow the model of the general "Family Story Time" instead of breaking up the programs by ages into the fall.
  - Baby Story Times (4): Attendance has been up for Baby Story Time this summer, and consistent with 9-10 baby and caregiver pairs. Sherri is very happy with the program and the level of commitment that the caregivers show to attending each week and fully participating in the activities.

- Magic Carpet Story Times in Baroda has had an average of 11 attendees since the beginning of summer reading.
- Fifteen people attended the June meeting of the Tales You Can Taste Book Club. We had a spirited discussion about Let's Pretend this Never Happened by author and blogger Jenny Lawson.

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

- Mary Ann attended Music in the Park sponsored by the Village of Baroda and was able to make contact with 45 individuals, passing out our Summer Reading Flyer.

### 3.2.1 Maintain attendance and quality of the summer reading program.

- In the path by the obelisk, we have set up a story walk with the book From Head to Toe by Eric Carle. This summer the theme for SRP was all about moving and exercising, and this book has kids mimic animal movements. At this time we are only setting up the story walk during story time playtimes, as it will not survive the weather if it is left up permanently. It has been well-received by the families that attend story time.

### 3.2.6 Investigate outreach programming for children in service area

- We are offering our Summer Reading Challenge and STEAM activities each week at Spring Lake as part of our Summer Reading programming. There are six kids attending the activities that are offered by the YMCA and the library.

### 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.

- Art Club for Tweens: Intense Coloring: The tweens who came to this event seemed to really enjoy themselves, especially when we "made" crayons by melting and combining broken crayons to create new swirled colors. Sara was kind enough to lend us her Crayola machine and help out with the program.

### 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.

- The Teen Advisory Board met on July 8. We had 12 members in attendance. Members helped Hollie and Vicki with plans for the upcoming Happy Birthday, Harry Potter event.
- The Super Smash Bros. Brawl Tournament was on June 17. Twenty teens competed and 14 people watched the competition.

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- Five people attended the teen movie High School Musical on June 21. On July 12 we showed the teen movie Grease to an audience of nine teens.

- The Pizza & Pages Teen Book Group met on June 24 to discuss Fantastic Beasts and Where to Find Them by J.K. Rowling. We had ten people in attendance.
- Life-size Jenga was a huge success. Hollie hosted 33 people for this event. Seventeen teens tried out the giant version of this family game with 16 people cheering them on. A special thanks to the Teen Advisory Board for helping Hollie and Vicki make the giant game pieces.
- Joel Tacey will be here on July 15 to help teens get crafty with his Extreme Duct Tape Workshop. Statistics will be available at the next meeting.

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

- We gained another Doorstep patron at the Willows and are now delivering to four residents at The Willows and eleven at Pine Ridge. We made our monthly deliveries again in June.

Goal 4: We will offer patrons and visitors a place of comfort, convenience, and attractiveness where they can easily find what they want.

- We recently ordered more easels for displaying books. Emily has been helpful in distributing them throughout the library.

5.2.2 Configure the Web site and customize the monthly program calendar.

- Wendy Bedell reorganized our website's toolbars after meeting with Hollie, Eric, and Mary. Wendy also met with Hollie to introduce some new website plugins. Hollie has reorganized the footer on the website with our updated links, moved the slider to the front page to advertise databases, and will be reorganizing the Children's Research Page to make it more visual.

5.3 We will continue improving the library newsletter, expanding features and using expert newsletter formatting and editing techniques

- Kaela sent out a summer issue of our Early Literacy Newsletter. As part of sign up for the summer reading program, Kaela had Read-to-Me parents indicate whether they would like to receive the newsletter. Around 100 new subscribers will be added for the fall issue.

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

- After completing the circulation training checklist for new hires, Brian completed the rough draft of his general circulation manual. The next step will be to proofread and edit this, then to work on training handouts for more specific tasks. Brian hopes to have this project done later this year.

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- We hired three new pages this summer. They have all been working out wonderfully. Kaela worked on training two of the pages, Summer and Kennedy, in shelving books. Having four total shelvers has helped with the high circulation this summer. The third new page has been a huge help to Sherri and

Kaela. Our story times are followed by some intense playtime outside, and Ashley entirely sets up the outdoor materials. She is also available for projects like pulling books, cleaning books, laminating, labeling new items for the Early Literacy Center, and assisting with other programs. It has greatly freed up our time to concentrate on planning for our August and autumn programs.

#### **BOARD ACTIONS ON PLANNING ACTIVITIES**

The following topics will be covered at the August meeting: Brian will discuss public services, maternity leave policy (developed by Diane and Marion), management study, letter to Twp. requesting full millage, procedures for staff issues.

#### **FOR THE GOOD OF THE LIBRARY**

Reviewed Chapter 4 of Trustee Manual regarding planning.

#### **ADJOURNMENT**

Meeting adjourned at 8:02 p.m.

Next meeting is August 16, 2016, at 7 p.m.

Respectfully submitted,

Mary Sundblad, Secretary