

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
March 22, 2016
5:30 p.m.

PRESENT

Vice President Marion Maier, Secretary Mary Sundblad, Trustee Diane Nye, Trustee John Smietanka, Library Director Mary Hill

ABSENT

President Dave Bailey
Treasurer Nick Sedalia

CALL TO ORDER

ANNUAL MEETING

The annual meeting was called to order. Diane made a motion, supported by Mary, to accept the budget for 2016-2017. Motion unanimously carried. The annual meeting was adjourned.

CONSENT AGENDA

1. Approval of minutes from February 23, 2016.
2. Approval of treasurer's report for February, 2016, with check no. 17500 thru 17543.
3. Committee Reports: Operations/Staff; Patron, Community, and Government Relations
4. Correspondence

John made a motion, supported by Mary, to approve the consent agenda. Motion unanimously carried.

GOVERNANCE AND ADMINISTRATION

Finance

2015-2016 Budget Amendments: John made a motion, supported by Diane to approve as amended the 2015-2016 budget. Motion unanimously carried.

Auditor: Diane made a motion, supported by John, to remain with Scarpone as our auditor this year. Motion unanimously carried.

Building, Landscape, and Technology

Front Entry-way Update: The bench has arrived and the painting will be completed soon.

Strategic Planning

Donor Recognition: A spreadsheet of donors from the past five years will be compiled.

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DIRECTOR'S REPORT—REVIEW OF STRATEGIC PLANNING ACTIVITIES:

Brian, Eric, Kaela and I have been working to prepare for the RFID project. The equipment has arrived and Eric has begun to train the staff. Brian is working on the schedule so everyone will have two hours tagging and then two hours doing extra projects. Kaela has developed a plan for the children's area. Sherry and Kaela have a plan for cleaning and straightening the children's back room. Sherry and I have purchased some additional shelving for the children's back room storage.

I have renewed our contract with Freegal music. When I came five years ago, I signed LTPL up with Freegal music to offer each of our patrons three music downloads per week. With our renewal, we are offering each of our patrons five music downloads per week. We were the first library in Berrien County to offer this service.

In the past five years we also have joined Overdrive, which allows our patrons to download audio books and readable books on various devices. Our patrons have downloaded more than any other library in Berrien County. This service continues to be very popular with 1131 downloads this month. I have allocated more money to Overdrive for the next fiscal year.

When I came in 2010, the library had turned down a grant for an AWE computer. These are early literacy computers designed for children's learning. We now have three and our statistics run 90 per month for all three. These computers were purchased under my direction and were the first step we made in expanding early literacy for children.

This month I located a vendor in Oklahoma where we have sent our Lakeshore yearbooks to be digitized. We will be able to have the digitization featured on our web site. Best of all this project is being done at no cost to us.

Eric worked with Linda to develop a database for the receiving of materials. This is to help keep track of holds, status of materials, and keep staff at the front desk apprised of what is happening with materials so they can better assist patrons.

Brian has updated our index of local obituaries, to include those from 2015. The index can be found on our website.

Goal 1: Technology: We will continue to adopt new technologies that improve and enhance the delivery of all aspects of library services.

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 technologies.

1.2.1 Provide opportunities for staff to participate in webinars.

- Hollie attended the YA Announcements: Spring 2016 webinar on March 1. Five publishers, including two divisions of Macmillan, Bloomsbury, Disney, and Harlequin Teen were represented by panelists

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- who gave a sneak peek at new Young Adult novels coming out this spring and summer. Series information, book descriptions, and anniversary editions of upcoming books were shared.
- Kaela attended a webinar that overviewed Every Child Ready to Read in preparation for the all day workshop that she is attending at the end of the month.

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.

- Eric provided training on the additional options for Office 365 in the email upgrade to the staff. He also gave general training which included all the new or changed applications of Office 365 Business Essentials. Later, he will give in depth instruction of each application one at a time. The new or changed applications are Sites, Sway, Newsfeed, and Delve.
- Brian's computer classes for the winter concluded on March 2. Recent classes included Word Parts Three and Four and Excel Parts Two and Three. Summer classes will start on May 16.

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.

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

- 3M delivered the RFID materials and conversion equipment via FedEx and Holland Freight on March 1. We began to install the equipment on March 7. Eric, Brian, Kaela, Kathy, Linda, Felicia, and Hunter were able to practice converting some books to the RFID tags.

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

- Indiana Electronics, along with the assistance of Eric, did maintenance on the paging system in February. This fix will allow staff to make clearer closing announcements at the end of the day, as well as occasional announcements about programs.

1.4.2 Provide wireless printing options by 2015.

- Comprise's representative, Patrick Denig, has been communicating with Eric about setting up the wireless printing system. This should be ready by the week of March 13. This will allow patrons to print from their laptops or mobile devices.

Goal 2: Collection: We will maintain, expand, and deepen our collection to assure it is appropriate for the needs of our community.

- The holdings codes DJF (Junior Fiction DVD), DNF (Non-Fiction DVD), and DEF (Easy Fiction DVD) were converted by Eric to the holdings codes DVDJ, ANF, and DVDE. The goal of this change is to reduce the amount of holdings codes the library maintains and help staff better understand the holdings codes.
- Eric, Kaela, Kathy and Marie worked to move True Books to the Junior Non-Fiction section and assign all Board Books the Board Book holdings codes.

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2.1.1 Keep an ample supply of new books.

- Brian has completed all fiscal year ordering for adult nonfiction, music, and movies. He also has finished ordering replacements for lost/damaged items for the year.
- Hollie has placed the Overdrive order for March.
- Kaela completed the children's print and AV orders for the 2015 fiscal year at the end of February.
- Kaela chose not to renew our Junior Library Guild subscription this year. She plans on seeing how the year goes without the subscription and then deciding whether to renew a select amount of the categories next year.
- Kaela plans on keeping the Scholastic subscriptions for True Books and Enchantment of the Word (country books).

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.

- On March 8 and 9, Mary Ann went to the YMCA to visit with the 53 children who attend preschool there. She brought some fun picture books that tied in with topics they were studying. She was also able to leave an LTPL bottle of bubbles for each of them with some information about upcoming library programs.

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.

- Winter Reading for adults ends on March 12. As of March 8, 67 patrons had participated.
- Story times continue to be well-received, although we had a few low attendance days due to the weather. Toddler Tunes & Tales and Wednesday Wiggler attendance has been especially good, however. Kaela had over 50 attendees several times at Toddler Tunes & Tales.
- Kaela currently has four elementary age volunteers for Adopt a Shelf. They have each committed to keeping their assigned shelf in Junior Fiction neat, clean, and in order for the rest of the school year. They attended training at the beginning of February.
- Happy Birthday, Dr. Seuss! This program celebrated national "Read Across America Day" in honor of Dr. Seuss's birthday. Kaela had a Seuss-themed story time for ages 3-8, where the children did an art project and ate cupcakes. She also put out a display of Seuss books in the Children's Area, where Sherri set up several activities related to some of Seuss's books. It was a very enjoyable program, and Kaela received a very positive comment from a mother of two who had never attended one of our programs before. She said she would be signing up for both of the evening programs we have planned for April.
- Swan Lake was cancelled due to the weather on February 24. We have rescheduled it for March 16.
- Fun with Early Literacy: Sherri put together five afternoon story times, each one centered upon a different early literacy practice (reading, writing, singing, playing, and talking). Her attendance was not as high as we hoped, but feedback from the attendees was good and she may repeat the story times in the fall during a more accessible time slot. It is a great way to educate parents and caregivers about the ways they can help their child prepare for school and the ways the library and our early literacy center can assist them.

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- Attendance continues to be low for LEGO Bricks Club and Maker Monday. Kaela believes that during the school year, most tweens have many after school commitments and are very choosy on what they attend here at the library.
- Bookworms had 13 attendees this past month. We read an abridged version of Black Beauty.

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

- We welcomed one newborn Lincoln Township resident with a "Books from Birth Packet".

3.2.1 Maintain attendance and quality of the summer reading program.

- As part of our preparations for our 2016 Summer Reading Program:
 - Mary Ann has Lake Effect Jazz scheduled for July 14 at 7:00 p.m. at the east shelter at the park reserved with the township.
 - Mary Ann has the Vintage Baseball Game confirmed for Wednesday, August 3 at 6:30 p.m. and has cleared the use of the diamond with Roosevelt Principal Kristen Pennington.
 - Unfortunately, the Notre Dame Young Shakespeare Company will not be able to appear here this year. They will be appearing locally at both Fernwood and The Krasl.
 - Dairy Queen and Ricky's are willing to donate \$50 if we buy \$50 worth of gift certificates.
 - Loranne Mikesell, owner of Plant Pleasers, will drop off 2 or 3 plants she is donating to the adult program the week before summer reading starts.

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

- We had 13 'tweens attend 'Tween Tomes Book Club in February. The featured book was Chasing Vermeer by Blue Balliett.

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.

- Eleven teens celebrated the upcoming release of the movie Allegiant, the third film based on the popular Divergent book series. Hollie and Vicki had teens complete activities for all five of the factions featured in the books and discussed the books and rumors about the upcoming final two movies in the series.
- The Teen Winter Reading Program will end on March 12. We've had 33 teens sign up for the program and 16 complete the program as of March 7.
- Voting has begun for the Thumbs Up! Award through the Michigan Library Association. Teens may vote for their favorite novel from a list of 10 teen books selected by Librarians around the state. Voting ends on May 31. Hollie has set up a display in the teen area with voting ballots, a ballot box, and some of the books that have been nominated. Teens are also able to vote online through the MLA website.
- Teen Tech Week was March 7-12. Hollie and Vicki set up a display in the teen area with tech-related information and books for teens. They also set up an app board for teens to share their favorite music,

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game, educational, and other apps from iTunes, Google Play Store, etc. with other teens. The Library and Overdrive apps were also shared with teens.

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

- Brian is well over halfway done with weeding music CDs before the RFID project begins.
- The children's cataloging project is ahead of schedule. We are now in the phase that was originally scheduled to begin in May: board books. Board books are currently under the holdings code of Easy Fiction, making them difficult to find on the shelf when patrons (and staff) search the catalog. They are also simply labeled as Easy Fiction, requiring the pages to make a judgment call on where to shelve them. We will change the holdings code and the spine label to "Board Books," making finding and shelving them much simpler.

4.1.7 Consolidate print displays.

- Mary Ann created a consolidated print display of library information on the newly installed slat wall near the library's entrance. This puts it in a highly visible place and helps clear some of the clutter off the circulation desk. The literature display above the free magazine bin will be expanded with additional holders salvaged from the spin racks as soon as Carl gets a chance to install them. This area will serve as a centralized source for community information.

4.2.3 Reconfigure the interior service areas of the library to make them more distinctive and comfortable.

- Kaela and a few other Children's staff members have been looking at paint chips to pick colors for the pillars and wood shelves in the Children's Area.
- The Rosetta's House theme has been switched to "Zoo." The veterinarian/grooming theme was a big hit this past month.

FOR THE GOOD OF THE LIBRARY

Petitions to run for the Library Board of Trustees will be available on April 1st at the Lincoln Charter Township office. Signed petitions are due on July 21, 2016, at 4 p.m.

ADJOURNMENT

Meeting adjourned at 6:10 p.m.

Next meeting is April 19, 2016, at 7 p.m.

Respectfully submitted,

Mary Sundblad, Secretary