

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
May 17, 2016
7:00 p.m.

PRESENT

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

ABSENT

Trustee Diane Nye

CALL TO ORDER

GUESTS

Chris Brooks
Tom Norbey
Linda Stocker
Mary Ann Ware

CONSENT AGENDA

1. Approval of minutes from April 19, 2016.
2. Approval of treasurer's report for April, 2016, with check no. 17597 thru 17644.
3. Committee Reports: Patron, Community, and Government Relations
4. Correspondence

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

GOVERNANCE AND ADMINISTRATION

Building, Landscape, and Technology

Potential Renovation Projects: Chris Brooks of Brooks Architectural, Inc. has been meeting with Mary Hill in regard to possible renovation projects at the Library. He presented the following items:

- Expansion of parking lot to improve traffic flow, handicap access and increase spaces
- Divide Quiet Reading Room into two spaces for multi-functional uses
- Removal of 2 book drops to minimize expense for new \$12,000 antennas for RFID system
- Improve acoustics relative to sound attenuation/improve security in Community Room
- Meeting/Conference Room needed for large meeting space for up to 100 occupants
- Providing more pleasant open reading space
- Creating carpet replacement program
- Revisions of front circulation desk

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Finance

Budget Report: Marion made a motion, supported by Nick, to approve as final budget. Motion unanimously carried.

Strategic Planning

2016 Strategic Plan Progress Report: The tri-fold report has been finalized and is ready for distribution.

Strategic Plan Activities: The following items not completed as of April 2016 are as follows:

- Consider providing patrons with devices such as e-readers and iPads for in-house use or loan. (delay)
- Explore the possible acquisition of video conferencing technology for the Lawrence Room. (delay)
- Investigate options for rental books or Express Books to reduce patron wait time for popular titles. (completed this year)
- Meet with school media center specialists to identify goals for collection development in both schools and curriculum support materials in the public library. (completed)
- Offer programs using podcast and webinar formats. (delay)
- Sponsor one foreign language activity each year for beginning readers. (sign language 2016; continue 2017)
- Investigate programming for homebound children. (continue 2017)
- Add schedule board that lists meetings, programs, etc., near the entrance. (2017)
- Add gaming stations to teen area by 2015. (one in Community Room 2016)
- Consider opening by 9 a.m. in late spring and summer. (delay)
- Investigate 24 hour pick up stations by Dec. 2016. (complete)
- Contact each school in service area to make local educators aware of library programs and services. (completed 2016)
- E-mail the print newsletter to 20% of all households in the service area by 2015. (2017 postcard to alert newsletter available)
- Investigate moving from bulk mail to targeted households by end of 2016. (2017)
- Perform lean audit of library processes by 2016. (Brian and Eric will do 2017)

Donor Recognition: Donor recognition's three goals are to encourage new giving, encourage repetitive giving, and encourage increased giving. Individuals giving at specified levels will be recognized with names on magnets on perhaps a tree shape. The Friends of the Library, Corporate gifts, and gifts in kind will also be acknowledged. Monetary gifts will be deposited in the Endowment Fund, unless otherwise specified.

Review of One Page Strategic Plan: Dave and Mary H. created a one-page strategic plan that includes the Library's values, purpose, strategic focus, and core services.

Operations/Staff

Clarification of Employee Handbook: John made a motion, supported by Marion, that the Library's Policy Book should match the Union contract in regard to meal breaks. Policy should read: Employees scheduled to work more than five (5) consecutive hours will receive a one-half (1/2) hour paid meal period. Motion unanimously carried.

Policy for Purchasing DVD's: Marion made a motion, supported by John, to accept the addition to clarify the DVD policy as presented. Motion unanimously carried.

DIRECTOR'S REPORT—REVIEW OF STRATEGIC PLANNING ACTIVITIES:

Our yearbook collection from Lakeshore Schools has been digitized. We were able to have this collection digitized at no cost to us by a company in Oklahoma. This collection will be added to our web site for patron's viewing as soon as we purchase a platform to house this collection. We also plan to write a grant to digitize the High School Bands trip to celebrate the D-day anniversary and add it to this platform.

We have hired Sharyl Freehling for the Library Associate position in the Cataloging and Technology Department. Sharyl will be trained at circulation and children's for two weeks. Following this period, she will spend a month being trained in cataloging. Sharyl replaces Hunter Krieger who moved to Florida. Sharyl comes to us with a background in medical records.

Kaela, Sherri, and I are continuing to interview candidates for the part time Children's position. We have four very qualified candidates and hope to come to a decision soon. Storytime attendance continues to be high; last week we had 51 for one story-time and 57 for a second, showing our need for an assistant.

We are continuing to tag incoming items that have not been converted to RFID. However, there have been a lot fewer of these items over the past couple of weeks. Our page Emily will be working some additional hours this summer tagging items and helping with some processing. She plans to leave us this fall to pursue her education in the x-ray technology field.

Alison Ashby one of our long time pages plans to leave us this fall to continue her degree at Western Michigan University. Brian and I will be posting for new library pages to train over the summer months and aid the staff during our summer reading program this year.

Thrift Books picked up the remaining boxes (approximately 30) from the last Friends of the Library book sale. Brian found this vendor at the PLA show in Denver and we are happy to have a source to dispose of unsold books after the Friends book sales. The next book sale is scheduled for June 9 to 11. I am in discussions with Carol to come up with a solution for the storage of their books.

Brian updated our closing procedures list by adding a line to turn off the self-checkout machine and removing the line to get the patron count each day, since we no longer need to do this because of the new security gates software.

A second grade Boy Scout troop used our library to do a research project about their family origins. Children's staff pulled books for them about various counties. See attached thank you card.

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

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 offers Tech Help training every Tuesday and Thursday. Five people attended this past month.

1.2.1 Provide opportunities for staff to participate in webinars

- On April 19, Brian attended a training webinar on Biblioboard, a product of Library Journal which allows patrons to read e-books online and allows self-published authors to promote their books. Brian heard about it at the PLA Conference. As of this writing, we are using a free trial of the product.
- Kaela attended two webinars this month:

1. ALSC Webinar: "Making" Readers: How the Maker Movement Can Impact Literacy: This webinar presented how to incorporate making into literacy programs (story time, etc.), as well as how to incorporate literacy into existing making programs. Kaela came away with some great book lists to incorporate into her after school making programs next year.
2. ALSC Webinar: Managing Financials in a Youth Services Department: There were some great ideas for using Excel in keeping track of book and program budgets, but it seemed to be more focused on larger library systems with little practical advice.

1.2.3 Explore sending staff to PLA biannually

- See Kaela's and my attached PLA report.

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

- Brian's computer training classes for the summer start on May 16 with Beginning Internet, followed by PowerPoint Part One on May 17.

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

- From April 18 through May 6, Theo from PC Consultants worked with Eric to complete configuration of the Command Center offered through 3M. This Command Center works by communicating the statistical information from the front gates and self-checkout to the server which enables Eric to compile the monthly statistical information for these two devices.
- Eric has been updating the surge protectors for technology devices in the building. This has been establishing a more stable power infrastructure. For example, the public computers have no longer been randomly disconnecting from the staff computer.
- On May 10, Reggie from PC Consultants and Eric discussed increasing the amount of storage on the backup device. This additional storage will allow Eric to save a current image of each staff computer. If any staff computer should crash, the image saved to the backup computer will be able to be uploaded back to that computer or uploaded to a new computer. Reggie additionally re-confirmed with Eric that the library will add the additional switches for future growth and storage and notified us that they were ready to implement the new virtualization server. The virtualization server will allow the library to manage services more efficiently.

1.4.2 Provide wireless printing options by 2015.

- On May 6, Comprise Technologies notified Eric that Smart Alec (wireless print software) was ready to go into implementation. Reggie from PC Consultants worked with Eric on May 10 to finalize configuration of the library's wireless network to enable Smart Alec, Comprise Technologies' wireless print software to work.

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

- Eric reported an increase in children's desk checkouts this month by several thousand.
- Kaela was excited to place the first order of the fiscal year. This year some of her goals are to:
 - Continue weeding and replacing some of the worn copies of books in all children's collections
 - Continue working with Eric and other staff on our re-cataloging project
 - Fill in subject gaps in our Junior Non-Fiction
 - Develop and promote the Junior Spoken Word collection
 - Create or purchase new directional signage for patrons looking for specific collections, especially the DVDs and New Books.

2.2.2 Investigate cost effective ways to expand digital collections.

- We received our yearbook collection back from the OCI Yearbook Project. They made digital copies of all of our yearbooks at no charge. We are investigating the best way to make these files available for public use.

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.

- Mary Ann was contacted by Emma Arana of the American Red Cross about hosting a presentation. On June 29, we will offer a non-certification class on Citizen CPR for those 14 and older.
- So far, Brian has had three patrons express interest in starting a writing group.
- We had 38 people attend April's Library Book Hounds.
- On May 3, we kicked off the Summer Newsletter cycle by collaborating with Lakeland Health Care's Get Fit in the Mitt program (www.getfitinthemitt.com). The goal of Get Fit in the Mitt is to inspire healthy living in southwest Michigan by offering health tips and helping people find free or low cost ways of keeping physically active. We hosted two sessions of Cardio Drumming led by Karen Zielke of Nutri-Zone here in Stevensville. Registration was almost filled to capacity before the library even began to advertise the program thanks to its inclusion in Lakeland's Health Currents magazine. A total of 40 people took part in the two sessions. Louise Wrege and Don Campbell were present representing the Herald Palladium. An article about the event was included in the Sunday, May 8 edition. Jessica Hines, Mary Ann's contact at Lakeland, is interested in future collaborations.
- Five people attended the Morning Book Club on May 10. We discussed Boys in the Trees by Carly Simon.
- Due to being gone at PLA and Spring Institute, Sherri covered two of Kaela's story times in April. She did a great job and is always willing to step in when we need her.
- Our average numbers for all four story times held steady, although there were both slow and busy weeks.
- Bookworm attendance this past month was low, so Kaela has re-advertised it in-house hoping to get a few new faces
- LEGO Bricks continues to be a fun time for all who attend, and Kaela is looking forward to the summer meetings. Last year we got a lot of new families participating. Kaela has changed the ages to K-7 to garner more interest.
- There were eight attendees at Maker Monday to tie-dye socks, including four girls who had never attended before. It was a messy project, but everyone had fun.
- Children's Staff assisted with our Spring Break Crafts. We handed out a variety of crafts to anyone who wanted to do one. This program involved little to no upfront costs or preparation, as we used craft kits that had been previously put together. Kaela will repeat this program and next year will set up a tally sheet to keep stats on how many crafts are handed out.
- Bunny Money Fun and Games was presented in partnership with Honor Credit Union (HCU). Two of the staff from HCU attended the program to hand out giveaways and assist. Kaela read books, said rhymes, and did an interactive flannel board with the kids. The story time aspect finished with the HCU representative reading Bunny Money, the program theme book. We then did two different crafts with the kids (piggy banks and wallets) and colored coloring sheets. There were 24 attendees.
- Kaela was approached by the parent of a Girl Scout to develop and offer a badge program for area 6-8 grade girl scouts. She will be offering a "Book Artist" badge to troops in August (date TBD).

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3.1.1 Sponsor at least two programs a year that do not require visiting the building.

- The April 27 meeting of the Tales You Can Taste book discussion was attended by 20. The featured book was Yes, Chef! by Marcus Samuelsson.
- Kaela met with Joe Rommel of Berrien RESA about setting up a booth at the Southwest Michigan Mini Maker Faire in St. Joseph in June. We will be collaborating with the St. Joseph library and possibly Bridgman library to promote our Summer Reading Programs and maker events. See attached catapult kit – the promotion we will be handing out at the faire!

3.2.1 Maintain attendance and quality of the summer reading program.

- Mary Ann contacted all the schools in our area and scheduled visits to promote the summer reading program and/or deliver flyers. Saint Joseph School District has opted to have us send them an electronic file of our flyer to be posted on their district website instead of distributing flyers at Brown, E. P. Clark, and Upton.
- Mary Ann emailed information to Lakeshore’s three elementary schools, Christ Lutheran, St. Paul’s Lutheran, and Lake Michigan Catholic for publication in their school newsletters if they have room.

3.2.6 Investigate outreach programming for children in service area

- Twenty-one people attended the March 16 Wonderful Wednesday outreach program at Spring Lake Mobile Home Park. The kids explored the “Science of Tie-Dye” by tie-dying socks and comparing them to what they predicted they would look like before dyeing them.
- We welcomed three newborns from Lincoln Township and one from Royalton Township with a Books from Birth Packet.
- On April 30, Mary Ann attended The International Taste of Martin’s, a fund raiser for Lakeshore High School’s International Club. She had the opportunity to speak to 173 people, most of them teenagers, many of whom don’t frequent the library. She served “International Punch” (water) in temperature sensitive mood cups that changed colors when filled with cold liquid. The teens loved them and it gave her an opportunity to talk with them about T.A.B., Junior Friends, Summer Reading, and a variety of other services they did not know about. When Mary Ann returned to the library, she saw several families who had been at the event and even issued new library cards for one of the families.

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.

- Twelve ‘tweens attended ‘Tween Tomes Book Club in April. We had a lively discussion about Sophia’s War, a historical fiction novel set during the American Revolution, by Avi.
- On May 10, Vicki set-up and oversaw the Lego Bricks Club for Kaela (26 attended)

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 Pizza & Pages Teen Book Group met on April 22 to discuss The Raft by S.A. Bodeen. Sixteen people attended. Hollie and Vicki had a great discussion about survival with the teens. We handed out books for the June discussion.
- Celebrate Teen Literature Day was held on April 28. Hollie and Vicki set up a display in the teen area to feature great new teen books, new reading lists, and a sneak peek at upcoming teen books. This event is held for one day every April in conjunction with National Library Week, which was earlier this month.
- The Teen Advisory Board celebrated the high school graduation of eight of its members on May 13th. T.A.B. currently has 52 members. Hollie and Vicki discussed the upcoming Summer Reading and Junior Friends Volunteer Programs with the group.
- Registration is full for our upcoming Dragon Eggs program. Teens are very excited to attempt a craft that Mary Ann found on Pinterest. Hollie and Vicki will have T.A.B. members help set up the painted tacks for the program. Painted tacks are placed into a Styrofoam egg to resemble dragon scales. Hollie and Vicki have received many positive comments from teens and parents. The event takes place on May 20.

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

- Doorstep deliveries were made to three residents at The Willows and nine at Pine Ridge. For the upcoming delivery we had two Pine Ridge residents ask to withdraw from the program, but four others have asked to start receiving book deliveries.

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

- Brian updated the Large Print and Mystery signs at the end of the shelves so they identify which authors are located on that shelving unit for each section.

6.3.3 Continue to send staff to workshops and conferences

- Hollie attended Spring Institute through the Michigan Library Association on April 14 and 15. Several authors, librarians, and book reps spoke during this two-day event. Hollie received great ideas for teen events, lists of upcoming books, lists of books recommended for younger and older teens, and much more. See attached report.
- Kaela also attended Spring Institute. See attached report.
- Hollie and Kaela attended the Making Libraries workshop at the Benton Harbor Public Library on May 10. Presenters from the University of Michigan led an interactive discussion on makerspaces in libraries. Several items were available for attendees to try out and learn how to use. Attendees were encouraged to think outside of the box and also guided on how to teach young patrons to do the same.

Goal 6: We will recruit, hire, train, support and use our human resources (staff and volunteers) to provide quality service.

- On May 5, Eric and Mary hired Sharyl Freehling for the Library Associate position in the Cataloging and Technology Department. Sharyl will be trained at circulation and children's for two weeks. Following this period, she will spend a month being trained in cataloging.

Objective 6.1 We will review current workloads and rewrite job descriptions and performance measures to ensure that no bottlenecks or slowdowns in work processes occur.

- Jessica Nelson from Kent District Library had a phone conversation with Eric on April 26 to finalize the Head of Cataloging and Technology job description. Brian, Eric, and I have worked with Jessica to complete our job description project and we are nearing completion.

FOR THE GOOD OF THE LIBRARY

Reviewed Chapter Two of Trustee Manual.

Prior to the June Board meeting, the following committees will meet for the following purposes:

Marion and Diane will meet to prioritize the potential renovation projects.

Marion and Diane will then meet with Nick to update capital expenditures.

Mary H, Diane, and Mary S will prepare feedback from the survey for the web page.

ADJOURNMENT

Meeting adjourned at 8:24 p.m.

Next meeting is June 21, 2016, at 7 p.m.

Respectfully submitted,

Mary Sundblad, Secretary