

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JUNE 20, 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: 7:04 p.m.

GUESTS: Brian Mortimore, David Medema, Mary Ann Ware

PUBLIC COMMENT: Mary Ann Ware informed the Board that job descriptions have not been approved by the Union.

ADDITIONS TO THE AGENDA: Approving Special Meeting minutes, Manager Compensation, Moving Presentation from KDL and Medema Consulting to beginning of meeting.

Strategic Planning

Presentation from KDL and Medema Consulting Associates, LLC: David Medema and Brian Mortimore presented the Board with a detailed timeline for the strategic planning process. This timeline outlined actions that David will be responsible for, as well as tasks that the Library is responsible for.

APPROVAL OF MINUTES: Nick made a motion, supported by Liz, to approve the May 16, 2017 minutes. Motion unanimously carried.

Linda made a motion, supported by Megan, to approve the May 16, 2017 closed session minutes. Motion unanimously carried.

Special Meeting minutes: Linda made a motion, supported by Nick, to amend the bonus vacation motion, from 'vacation days' to 'floating holiday'. Motion unanimously carried. Megan made a motion, supported by Pauline, to approve the June 15, 2017 special meeting minutes with the amended motion. Motion unanimously carried.

APPROVAL OF TREASURER'S REPORT: Liz made a motion, supported by Pauline, to approve the Treasurer's Report for May with checks no. 18186 thru 18222. Motion unanimously carried.

CORRESPONDENCE: None

GOVERNANCE AND ADMINISTRATION

President

By-Laws: Plan to review compilation of board by-law revision suggestions at the July board meeting.

Interim Director Introduction: Diane introduced Michelle Boisvenue-Fox, new interim Director, to the Board. Michelle shared with the board some of her personal and professional life and answered questions. The Board welcomes Michelle to Lincoln Township Public Library.

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Community and Government Relations

Friends Report: Pauline reports that the Friends Book Sale was well attended. At this time, we do not have sales figures. Carol Reigle has indicated a need for the Board to review how donors to The Friends of the Library are recognized. When more information is available, we can have a discussion on this matter.

Building, Landscape and Technology

Parking Lot: Michelle will follow up with Deb regarding the parking lot repainting project.

Finance

Interim Director Contract: Nick made a motion, supported by Linda, to accept the KDL contract as presented for the Interim Director. Five members in favor, one member opposed. Motion carried.

Budget Revisions: Megan made a motion, supported by Nick, to accept the revised proposed budget, as presented. Motion unanimously carried.

Operations and Staff

Job Descriptions: Approval of job descriptions is tabled until a permanent Director is hired.

Director search: The Director position has been posted.

Manager compensation: Megan made a motion, supported by Linda, to compensate Brian Johnston and Kaela Cochran with a 5% interim salary increase, effective June 9, 2017 (*effective June 12, 2017 amended July 18, 2017*) until the Director is hired and has begun working. Motion unanimously carried.

Interim Director Report – Michelle Boisvenue-Fox

My schedule when I am at Lincoln Township Public Library is posted for staff along with my contact information. I also have an email address for LTPL: mboisvenue-fox@lincolnlib.org. Board members Linda Stoker and Diane Nye also have my schedule. These first few weeks, I am onsite for 3 days and then it will go down to two days. If the library is open until 9pm, I will plan to work a long day. I am also switching the days I am at the library to give myself access to as many staff as possible. This is important with part time staff schedules.

Issues

A new director – as can be imagined this question is forefront on staff's minds. Michelle plans to regularly update staff on the plan forward. She is relaying that the timeline has some unknowns and we will know more as we get further into the process. Everyone wants a great person leading this fabulous library.

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Staffing

Front Desk Coverage – Alison has agreed to take a PT role at the front desk. She is currently a page but previously had this position before leaving for school. The staff are happy to have her back and confident that they can get her up to speed quickly. I still haven't heard a start date.

Pages – With Alison's promotion, we need more help in shelving materials. Our other two pages will each take an additional 8 hours. They have agreed to do this for the summer. In addition, the library will post for two additional 8-hour positions.

Youth – This group is down 20 hours a week currently. There is also been talk of a succession plan for Sherri who has been the caretaker of Rosetta's House. Eventually she will want to retire. Currently program plans are on hold for the fall until more information on staffing is available.

See more on cataloging and IT below. There is a question that Michelle will explore with staff on not replacing the IT/Cataloging Manager position as a manager position. More discussion and evaluation to follow.

Cataloging

Linda's work – staff are very respectful and empathetic about Linda's leave but they do ask when she will be back. We just don't know.

Eric's workload – staff tell me that he did the AV but it wasn't done with any regularity. His focus was primarily IT.

Felicia – she is the saint of the cataloging backlog. Felicia plans to work extra hours on Saturdays to focus on cataloging the AV. There is a backlog and she has done it but not recently so will need space and time to get back up to speed. She is also requesting that staff help her by applying barcodes and stickers as needed. This will help her work faster through the back log. Felicia is a good spirit and has a good, optimistic outlook on the situation.

Also noteworthy, that while there is a backlog, Felicia has kept up with all the receiving so that material is marked off as received and we pay our vendors in a timely manner. This is to be commended.

IT

All IT issues and requests will go to Vicki. As she needs help (i.e. if something is outside of her knowledge), then she will reach out to KDL IT staff or PC Consulting. She will track when she

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needs this help. Brian will do this in her absence while she is on vacation. Staff have been notified.

User Experience

Recording Patron Denials - two notebooks have been set up so staff can record when they need to deny a patron's request. Details of the request, the reason they made the request, what options the staff gave them, and the patron's response to the options. Examples of denials could include, getting a library card, renewing a book with a hold on it, booking a study room because they are full, signing on to a computer. By recording this information, we can see what barriers to service exist for patrons and the volume of the requests. Improvements can be recommended to the Library Board and to the new director.

Space Usage – Michelle has a library map and is going around the library hourly to mark what areas the library is being used for. She will do this on the days she is here to look at usage trends. Specifically what areas of the library are being used and what areas are underutilized.

Getting Ready for the next director

Program budgets – there appears to be some mystery about the library's program budget for staff. Michelle plans to share those budget amounts to help staff better plan with each other for the year. It is more transparent and a better group effort in Michelle's experience. Further discussions will take place on how to divide up the budgets between adult, youth and teen.

Notes- Michelle will keep notes for decisions and staff questions to share with the next director. This will also include opportunities for improvements that they and the Library Board may consider.

Organizing information – meetings, staff schedules, budgets. Michelle is gathering information that she finds she needs into one spot for the new director. Then they don't have to hunt too hard in their first days!

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Brian's Board Report Notes – June 2017 (also includes outreach notes from Mary Ann)

The library staff continues to hold short meetings at the beginning of the day.

Natalie and Mary Ann made school visits to Hollywood, St. Paul's Lutheran, Roosevelt and Christ Lutheran.

Mary Ann delivered flyers to Stewart, LHS, LMS, Lake Michigan Catholic School, RESA's Lighthouse School, Stevensville United Methodist Preschool, Witheral Preschool, the Senior Center, the YMCA, and all three township halls. Saint Joseph Public Schools has posted the flyer on their website for us.

Brian and Natalie collaborated on a new blog post on how the library helps seniors. The post can be found at <https://lincolntownshiplibrary.org/blog/the-library-is-here-for-seniors/>.

Mary Ann made our regular **Doorstep** deliveries to three at The Willows and eight at The Pine Ridge Center. Pine Ridge signed up one more participant for next month's delivery.

Mary Ann's **S.T.E.A.M. Locomotion** drew ten patrons at Spring Lake in May. She will continue to visit on Wednesdays to bring our Summer Reading Challenge and activities to the kids. Starting on June 26, the YMCA will begin swimming and physical activities. The library is partnering with them on Wednesdays.

Emily Nicka, LTPL patron and food blogger, shared her knowledge and love of spices with 18 people at Mary Ann's **The Spice of Life** program on May 9.

Our **Writers' Group** met again on May 10 and on June 14. The meetings continue to include brainstorming sessions, writing prompts, and sharing essays with other participants to get feedback.

Mary Ann attended the **Stevensville Downtown Market** on Saturday, May 13. She helped kids make fingerprint art buttons and Mother's Day cards while sharing information about various library services and programs. Over 300 people attended the event.

Twelve 'tweens participated in Mary Ann's **'Tween Tomes Book Club** on May 18. The featured book was **Among the Hidden**, the first in Margaret Peterson Haddix's Shadow Children Series.

We hosted 13 patrons for our **Aspiring Entrepreneurs: The Fundamentals of Small Business Success** program on May 18. Peter Loveland of SCORE Kalamazoo ran the program.

The **Adult Coloring Group** met on May 22, with three patrons attending.

The **Self-Published Authors Open House** was on May 22. Brian led the event that included seven local authors and 19 audience members. One audience member who is also a blogger wrote an article on the program, which can be found at <http://marissoule.com/self-publish-hybrid-or-assisted-publishing/>.

Kaela, Natalie, and Mary Ann attended **Berrien County RESA's Read Around the County** story time on the bluff on May 25. RESA reports that there were 227 at the event. Attendees sat in groups while

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community members rotated from group to group with various stories. Kids took home a treat bag from RESA that contains information about local summer reading programs, including ours.

Fourteen people joined Mary Ann on May 27 for **Tales You Can Taste Book Club** to discuss *The Amazing Adventures of Kavalier and Clay* by Pulitzer Prizing winning author Michael Chabon.

On May 30, Hollie and Mary Ann attended a **Volunteer Fair** and Lakeshore High School to encourage students to become Junior Friends of the Library. They spoke with approximately 45 people and made contacts with other volunteer organizations in the area.

Sixteen people were at the Red Brick Café in Baroda for Mary Ann's **Head-to-Head Trivia Challenge** on June 7.

Kathy's **Tuesday Morning Book Group** met on June 13, with 17 people in attendance. The group discussed *A Man Called Ove* by Fredrik Backman.

Brian has been teaching his **four-part Excel** class on Wednesdays. The fourth and final part will be on June 21.

Brian has provided **Adult Summer Reading** training for the staff.

Natalie and Mary Ann took part in **Stevensville Liberty Days** on Saturday, June 10. They encouraged those in attendance to take part in our Summer Reading Challenge, enjoy the multitude of activities we are offering, and color a book bag.

They talked with over 200 people and had 68 sign up for the reading challenge.

The Liberty Day Committee has graciously offered to pay for the \$225 worth of custom printed LTPL backpacks. We have plenty left to offer at other programs this summer.

Our **library card drive** began on June 12. New patrons of all ages get to enter a drawing, as do patrons who bring someone in to get a new library card. This will run through July 31.

Brian went to the **Baroda Area Business Association** on June 15 to teach a **Mail Merge** class and went there again on June 20 to teach a **Facebook and LinkedIn** class.

Charlie Olszewski was here on June 20 to give a presentation on **Computer Security Basics**.

Kaela's Youth Report

SUMMER READING

· Summer Reading has gotten off to a great start. As of Thursday, June 15, 111 Teens, 114 Tweens, 186 Children, and 134 Read to Me patrons have registered.

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· Our kick off summer reading event, Joel Tacey's Magical Comedy Show, had record attendance: 169 people!

· Junior Friends: 42 volunteers registered to help with the summer reading program this summer. Hollie held three training sessions for the Junior Friends on the summer reading program and the new LitKeeper software. Hollie also trained the staff on Junior Friends information and the Teen Summer Reading Program.

PROGRAMS

- We had our **Annual Teddy Bear Picnic** on May 18th. Ninety eight patrons attended a story time with their children and ate lunch in our courtyard. They stayed afterward for play time and games. This was a very successful event and kicked off our summer season. We received a lot of positive feedback from patrons telling us how great the picnic was.
- **Bookworms Club** met on May 18th; eleven of the thirteen registered children attended to discuss the assigned reading and participate in crafts related to the book. This was our last meeting for the school year. Children entering the 4th grade were referred to the **Tween Tomes Book Club** with Mary Anne. Bookworms had a wait list of five children.
- **Lego Bricks Club** met on May 9th with twenty-two attendees. Attendance was up by three patrons. 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. The June meeting was held and had 39 attendees.
- **Book Hounds**, a program where children build confidence by reading to service dogs, met on May 10th. Eighteen patrons attended.
- On May 22nd, Natalie performed a private **Story Time** for a local Tiger Scout troop. This was at the request of their troop leader as a library story time was a requirement for a badge.

The theme was outdoorsy and they sang songs, played with bean bags and had a puppet show as well as read two great stories. The parents were very positive and the boys all seemed to have a lot of fun.

This differed from our normal story time in that the boys were all seven to eight years old. Sixteen patrons attended.

- On May 24th, the **Fandom Fest** Committee held a follow up meeting for correction of errors and to plan for the upcoming year. Due to the success of the program, everyone met with great enthusiasm. We have tentatively set a date for next year, reserved that date with LMC, and have set our next meeting for September. Everyone in the committee has a follow-up task to complete for the next meeting.

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Sherri hosted a **Musical Story Time Adventure** where she read “I Know a Fellow Who Swallowed a Cello” and musicians played corresponding instruments to the story. After the story, musicians demonstrated their instruments to the children. Seventy patrons attended.

- On June 13th, Teen Advisory Board President Morgan Keller instructed six teens on how to participate in **Camp NaNoWriMo** for the month of July. Teens will join together in a virtual camp and share writing tips and samples of writing. A follow-up meeting will be held in July.
- The **Teen Advisory Board (T.A.B.)** met on June 2nd to discuss helping with the upcoming book sale and to talk in depth about summer reading, the new online registration with LitKeeper, and special events coming up through August. Solar eclipse safety was discussed in preparation for the August 21st eclipse event.
- Voting for the **Thumbs Up! Award** through the Michigan Library Association ended on May 31st. Hollie entered 20 votes from teens who used the ballots she made for the library.
- Hollie and Marie set up a display of in-house activities for patrons to enjoy on June 3rd, which was the first annual **National Wonder Woman Day**.

OTHER

- During the first two weeks of May four kindergarten classes from the area elementary schools visited the library. We performed a story time for them, gave them a guided tour of the library and let them play in Rosetta’s House. As many parents attended with the classes, this was also a great way to promote the change in library card issuance age as well. The total attendee count for the tours was ninety-six, adults and children.
- Mary Anne and Natalie made visits to the local elementary schools to promote our Summer Reading Challenge and the related programs. We passed out flyers, discussed the prizes and took props to build excitement. We visited Hollywood, Roosevelt, St. Paul’s Lutheran and Christ Lutheran schools. During our tours, we 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 us, i.e. Monthly Book Talks.
- During the month of May, story time was on hiatus and we hosted **Play to Learn** instead. Still thematic by week, these events are self-directed experiences. We had crafts, toys, games and books following four different themes: Eric Carle, Art, Music and Intro to Around the World, our summer story time theme.

Babies held their own exclusive play times in Rosetta’s House on Thursdays. These were not themed, but were still very popular for our youngest patrons. Five hundred and two patrons attended Play to Learn and Babies Play during May.

- Our Early Literacy Center continues to be the shining star of the Children’s department. One thousand four hundred and eighteen patrons have visited **Rosetta’s House** in the month of May.

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In order to generate excitement and keep the environment fresh for the patrons, Sherri resets the theme often. May's theme was Butterflies and Bugs. We have even added a play Entomology Lab so children may learn more about the anatomy of the insects. Our display case also housed live butterflies for a couple weeks at the end of May. Painted Lady caterpillars were mailed from Amazon and we got to witness their chrysalis and emergence stages.

In June, we have changed the theme to Around the World in keeping with the Summer Reading Theme.

- Children's Department staff and the staff members from other departments that work the Children's Desk began the month with a retreat. This was team-building exercise that refocused our efforts for a cohesive vision for the department. We discussed desk duties; check out at children's desk, Play to Learn, Story Times, and the upcoming Summer Reading agenda.

BOARD ACTIONS ON PLANNING ACTIVITIES: None

FOR THE GOOD OF THE LIBRARY: Diane and Michelle explained the Michigan Activity Pass to the Board, which offers discounts to attractions in Michigan to library card holders. Mary Ann has started promoting this to patrons. The Board requested that Mary Ann also add this information the library website.

Liz suggested that the Board reconsider a board training session, Diane will follow up on a facilitator and we can discuss at a future board meeting.

ADJOURNMENT: 9:02 p.m.

Next Meeting is July 18, 2017.

Respectfully submitted,

Elizabeth Schiman