

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
OCTOBER 17, 2017
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PRESENT: President Diane Nye, Vice President Linda Stocker (excused at 4:45), Treasurer Nick Sedalia, Secretary Elizabeth Schiman, Trustee Pauline Yost, Trustee Megan Yore-Norbey, Director Jessica Enget, Interim Director Michelle Boisvenue-Fox.

CALL TO ORDER: 4:15 p.m.

GUESTS: Dave Medema, Strategic Planning Consultant

APPROVAL OF MINUTES: Pauline made a motion, supported by Megan, to approve the September 19, 2017 minutes. Motion unanimously carried.

APPROVAL OF TREASURER'S REPORT: Nick made a motion, supported by Pauline, to approve the Treasurer's report for September with check number 18342-18376. Motion unanimously carried.

GOVERNANCE AND ADMINISTRATION

President

Board By-Laws: Proposed by-law revision suggestions were reviewed and discussed. Megan will have a final version prepared for board approval at the next meeting.

Library Policy Manual: Diane requested that board members review section one of the library policy manual. Suggestions should be forwarded to Jessica.

KDL IT Assessment and Recommendations: Recommendations made are being rolled over into the strategic plan as action items.

Finance

YTD Budget Spent Report: This new reporting format will be reviewed at the next meeting.

Strategic Planning

Strategic Plan: Megan made a motion, supported by Linda, to accept the 2017 Lincoln Township Strategic Plan as presented. Motion unanimously carried.

Reporting Dashboard: Tabled until next meeting.

Director's Report

October 2017

Director (Enget)

Community Introductions

- Friends of the Library – 9/26
- Village of Baroda Council – 10/2
- Berrien RESA – 10/3
- Baroda Area Business Association (BABA) Board Meeting – 10/3
- Royalton Township Board Meeting – 10/9
- Lincoln Township Board Meeting – 10/10
- SMLC Council Meeting – 10/12
- Kat
- Baroda Township Board Meeting – 10/16

Page Hours

Recently re-hired to fill a vacancy in Circulation, Allison's new position in the library has left a gap in page hours that needed to be filled, totaling 12 hours. Management proposed a solution to fill this need utilizing two pages that were originally hired for temporary help during the busy summer season. After examining what was budgeted for the current fiscal year and where we currently stand, I have determined that the proposal was only a shift in the same number of hours from one page to be filled by two different pages, not a request for additional budget allocation. I have given approval for 4 additional page hours per week to be assigned to Elizabeth, and 8 page hours per week to be offered to Maanasa.

Staff Assessment

After spending time meeting each of the staff for One-on-One conversations, reviewing documents and observations with Michelle and my managers, I have been able to get a clearer assessment of the current organization of the staff. Based on this assessment, I would like to recommend short-term solutions we can do within current budget constraints; and for the long-term, at the next opportunity I would like the library to campaign for 2 mill: the maximum millage a township library can levy in order to provide a larger operating budget that can support a larger staff.

I believe these recommendations will improve staff's effectiveness and productivity and will enable the Library to be more impactful in responding to community needs.

Interim Director (Boisvenue-Fox)

Cataloging

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KDL Cataloger Brad Allen needed to reschedule his visit to KDL due to a family responsibility. He intends to review a "slimmer" catalog record that will benefit LTPL patrons by giving them what they need to search for materials and help create more efficiency in cataloging. A date will be determined.

Staff had a demo and are collecting references from other libraries on this new acquisitions product. It does connect to the library catalog. While staff are hesitant to fully support this due to a poor demo (which is not the first poor demo), they did find that they would like to use multiple vendors, have orders tied directly to budgets, and easily receive material in the catalog. A next step would be for Jessica to talk to St. Joseph and Bridgman libraries to find out what they are currently doing and if they would be interested in sharing this cost with LTPL.

New Furniture

Getting Jessica a new credit card is in the works and has held up the purchase of the new furniture. It is still being planned and in the works!

Administrative Assistant (Christensen)

Facilities

Boelcke's Heating & AC did our quarterly preventative maintenance visit to get our six Trane units ready for the winter season. On one of our new units, a blower wheel shaft and blower bearings were replaced under warranty.

Recommendations for our three older units totaling **\$1,076.50** include:

Serial # ****76D	replace a blower motor capacitor	\$ 72.00
Serial #****94D	replace ignitor	\$115.50
	replace draft inducer	\$773.50
Serial #****19D	replace ignitor	\$115.50

Seeking approval to pursue recommended maintenance.

Plants

Lorraine from Plant Pleasers, responsible for the care] of our indoor plants is no longer doing 8' ladder work. As a result, she will not be able to tend the plants in the two overhead planters, and she has reduced her pricing to reflect this change. Deb and Jessica are in process of moving the overhead plants to more accessible areas of the library so they can continue to be tended. It is not yet determined if we maintain the same number of plants if the pricing will then go back to its original cost.

Youth (Cochran)

Small Sounds Concert: A local band from Kalamazoo and our patrons braved the heat on September 21 to enjoy an interactive and fun concert for kids and families out on the lawn (60 people attended).

Explore Kits: Hollie has been cataloging our Explore Kits to get them on the shelf and ready for our patrons to enjoy. This month we have revamped/added new seven Explore Kits to our collection. Several more are in the works.

Marie and Kathy have been helping Kaela with a project to **weed children's items** that have not been checked out since 2014. This includes looking for items that may have been missing for three years (but have not been requested so we don't know they are missing). This list is several thousand items long, so Marie and Kathy have been very wonderful in searching for these items, page by page.

Teens (Ayres)

Teens competed for prizes at our **Super Smash Bros. Tournament** on September 16th. Thirty-seven people either participated in or watched the tournament. Several teens requested over the summer that we have more Super Smash Brothers events. Hollie and Vicki are planning another tournament in the winter.

The Pizza & Pages Teen Book Group continues to have great attendance. Fifteen participants discussed John Green's novel "Paper Towns" on September 22nd. The discussion for November is already filling up.

Our **annual Chocolate Party** for teens was held on September 29th. Hollie and Vicki hosted 33 participants. They enjoyed a chocolate fountain, chocolate BINGO, and various games. Emily was an enormous help with the games.

Public Services (Johnston)

The Michigan Humanities Council selected Lincoln Township Public Library as a partner for the 2017-18 **Great Michigan Reads program**. We received 20 copies of the featured book, X: A Novel by Ilyasah Shabazz and Kekla Magoon, along with promotional materials for the program. Kathy agreed to use the book for her book group sometime next year, and Hollie may also use it for her teen book group.

Brian's **computer classes** are running strong again this fall. Since the last board report, he has taught Beginning Internet, PowerPoint, Searching and Finding Online, Beginning Email, Windows 10, Facebook and Twitter, Excel Parts One and Two, and Word Parts One and Two. He continues to get strong marks on his evaluations, averaging well over 4.00 out of 5.00 in all categories so far this fall.

Brian is taking the Fundamentals of Cataloging class through the ALA. He is optimistic that the skills he is learning in this class will help him as he moves forward in his career.

Outreach Highlights (Ware)

September's **Tales You Can Taste Book Club** featured sausages, Black Forest Cherry Cake, and a lively discussion of Ursula Hegi's *Tearing the Silence: Being German in America*. Aided by group member Renate Pennington, herself a German immigrant, we had 16 participants.

Mary Ann's **first visit to Spring Lake** for the 2017-18 school year was to share the book *A Voyage in the Clouds: The (Mostly) True Story of the First International Flight by Balloon in 1785* by Matthew Olshan. After the story, which deals with the problem of trying to stay afloat, ten kids were challenged to construct a basket from paper and attach it to a helium balloon. The goal was to design one that wouldn't make the balloon sink or let it float away.

The interest in **Head-to-Head Trivia at the Red Brick Café** is growing. On October 4 we saw 17 people compete for Friends of the Library Treasure Shoppe Gift Certificate.

FOR THE GOOD OF THE LIBRARY

The Board expressed their appreciation of Michelle's service to LTPL as interim director. Diane presented her with a card and gift.

ADJOURNMENT: 5:15 p.m.

Next meeting is December 5, 2017 at 7 p.m.

Respectfully submitted,

Elizabeth Schiman