

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
DECEMBER 5, 2017
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PRESENT: Vice President Linda Stocker, Treasurer Nick Sedalia, Secretary Elizabeth Schiman, Trustee Pauline Yost, Trustee Megan Yore-Norbey, Director Jessica Enget.

ABSENT: President Diane Nye

CALL TO ORDER: 7 p.m.

GUESTS: Marie Freeman, Kathy McCumber

PUBLIC COMMENT: Kathy and Marie presented a letter to the Board requesting permission to donate sick time to a coworker. The personnel committee and Jessica will meet to create a plan to execute this idea.

APPROVAL OF MINUTES: Pauline made a motion, supported by Liz, to approve the October 17, 2017 minutes. Motion unanimously carried.
Pauline made a motion, supported by Megan, to approve the October 30, 2017 special meeting minutes. Motion unanimously carried.

APPROVAL OF TREASURER'S REPORT: Liz made a motion, supported by Megan, to approve the Treasurer's report for October with check number 18377-18431. Motion unanimously carried.

GOVERNANCE AND ADMINISTRATION

President

Board By-Laws: Liz made a motion, supported by Pauline, to approve the Board By-Laws as presented, with a correction being made to Article 1, 3.2, changing the word 'township' to 'library'. Motion unanimously carried.

Library Policy Manual: Megan made a motion, supported by Pauline, to increase the fine threshold throughout the policy manual from \$5.00 to \$25.00. Motion unanimously carried. Liz made a motion, supported by Pauline, to approve section one of the policy manual, as presented. Motion unanimously carried.

2018 Board Meeting Schedule: Pauline made a motion, supported by Megan to approve the 2018 Board calendar. The Board shall meet the third Tuesday of each month, with no meeting in August, and a combined November/December meeting on December 4. Meetings will begin at 6:30 p.m. Motion unanimously carried.

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Community and Government Relations

Friends Report: The Friends approved the purchase of service pins for staff. They also will be buying books for several upcoming book programs. At the next book sale, the Friends will reach out to Berrien County teachers, inviting them to the book presale. They are currently having a boutique book sale, and there is a half-price sale in the book sale room.

Building, Landscape and Technology

Purchase of chairs for library patron use will be in the 2018 budget. Jessica is working with Bibliotheca, as outlined in her director report.

Finance

GASB 54 Approval: Liz made a motion, supported by Nick, that tax money received from this year's tax assessment be committed for next year's use. Motion unanimously carried.

Strategic Planning

Megan reports that a marketing team meeting is scheduled for Jan. 5 with the goal of working on the marketing budget for 2018.

Operations and Staff

Job Description Template: Jessica shared with the Board a job description template draft. The goal is to streamline and make job descriptions consistent.

Children's Librarian Posting: The children's librarian position has been posted.

Relocation Expense: Megan made a motion, supported by Liz, to approve the Director's relocation allowance as outlined in her offer letter. Motion unanimously carried.

Director's Report

November 2017

Director (Enget)

Community Awareness Meetings

- Kat Boyer, Director – Benton Harbor Public Library – 10/24
- Lakeshore Schools – 10/24
- Gretchen Evans, Director - Bridgman Public Library – 10/27
- Jason Messenger, Principal - Lakeshore Middle School – 11/2
- Stephanie Masin, St. Joseph/Maud Preston Palenske Memorial Library – 11/7
- Brad Brunner, Principal - Lakeshore High School – 11/9
- Natalie Macerata, Principal - Hollywood Elementary – 11/9
- Kristen Pennington, Principal - Roosevelt Elementary – 11/20

Bibliotheca/3M Tech Support

Spoke with Dustin Lamm who is a (possible newly assigned) Customer Service Rep from Bibliotheca. We are re-initiating looking into the issues we are having with the self-checkout system, the pads at the circ desk, and the automated book drops. A ticket for the Self Checkout and Circ desk pads was (re)entered 10/26.

Job Description Template

After review of existing drafts and noting inconsistencies in wording throughout documents, a general “Job Description Template” is currently in development to create consistency in communicating common or core expectations throughout different responsibility levels, both across and within departments. This will be a useful tool maintain clarity in reviewing and updating current job descriptions, and in creating future job descriptions.

New Evaluation System

Collaborating with managers Brian and Kaela, a new employee evaluation system is in development. Highlights include more regular, informal “check in” conversations between managers and their direct reports throughout the year, culminating in a “overview” review at the end of the year; setting individually selected and relevant performance goals for each year; and opportunities for team members to reflect and provide feedback on their own performance.

Administrative Assistant (Christensen)

We had our annual on-site staff flu shot clinic with Lakeland Health in early November; ten staff members signed up to participate.

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During the heavy rains, we had a water leak in the ceiling near the children's department information desk. Garey Roofing repaired several holes in the roof membrane. Bill Geukes Drywall is scheduled to repair and paint the affected ceiling area.

Doug Ryor shut down the lawn irrigation system for the winter. He plans to re-seed a couple of areas of the lawn for us in the spring. Doug has donated his time and irrigation system parts and materials to the library for many years.

Public Services (Johnston)

Brian's computer classes have concluded for 2017. He hosted a total of 81 patrons this fall. ReferenceUSA was a new class he tried this fall; in the spring, he plans to try a new Intro to HTML class.

Cindy Johnston hosted another successful Greeting Card Workshop on October 20, with 14 patrons working on a Christmas card and journal cover project. Barbra Otten, who has also run such programs for us in the past, will host another card program here in January.

Brian distributed our new adult programming patron survey, generated by Project Outcome, at three adult events: the two Computer Security programs by Charlie Olszewski on November 13 and 14 and Kathy's Tuesday Morning Book Club meeting on November 14. We are continuing to gather results at some of our events through February. This is in fulfillment of SMART Goal 4a of our Strategic Plan.

Youth (Cochran)

Musical Storytime Adventure: Sherri organized this program in partnership with the Citadel. She read a holiday musical story (Gingerbread Christmas by Jan Brett) and several musicians played along with the story on almost a dozen instruments. Afterwards, kids participated in an instrument "petting zoo" and were able to look at and play real instruments. 80 people attended.

Storytime is currently on hiatus, but we have had real success with our Storytime at Home kits. The kits are themed and contain three books and a CD or DVD. Also included in the kit are two handouts: one with the theme and how to "read, write, sing, play, and talk" during storytime at home, and the other is a handout on how to make your home/world a reading friendly place for your child. The kits are on display in the Youth Area.

Make a Fidget Spinner (tweens) was on November 9th. We had full registration and attendance of 18 kids. They each were able to make a unique fidget spinner from perler beads and skateboard bearings. They had fun, despite several spills.

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Teens (Ayes)

Our Pizza & Pages Teen Book Club continues to be well attended. We had 16 people in attendance on November 15th. The group will meet again on January 19th to discuss "The Red Queen" by Victoria Aveyard. The Friends of the Library have donated the books for the teens to keep after the discussion.

Hollie is currently editing program and service information for the library's upcoming winter/spring newsletter and the Youth Department's seasonal programs brochure.

In November, the Teen Advisory Board members discussed planning a puppet show to perform for children in the spring or summer. Several members were excited by the idea, and the group will begin planning the puppet show at our December 8th meeting.

Outreach Highlights (Ware)

Literacy Night at Hollywood Elementary

We hosted our first ever "Reading Rocks: Literacy Night" at Hollywood Elementary during their evening Parent-Teacher Conferences. The students were offered a variety of self-directed activities designed to strengthen literacy skills. They were challenged to complete seven of them, color coded for their grade level, to collect a prize. We were rather isolated from the rest of the night's activities, back in the lunch room. I'd like to thank Rhonda Rennhack, a retired Lakeshore teacher and Friend of the Library, for going out and encouraged kids to come participate. Two of our pages, Emily Coberley and Elisabeth Nestle, and Kaela helped me as well. About 30 young readers complete the challenge. Now that the literacy night kit is assembled, we are ready to travel or host another event at the library in the future.

From Tree to Tree

In the spirit of recycling, I offered two classes on how to turn an old paperback book into a Christmas tree; one at the library and the other at the Saint Joseph-Lincoln Senior Center. The Friends of the Library were more than happy to keep an eye out for donated books, that weren't in good enough shape to sell, for the project. Both classes were full to capacity and those who attended seemed to enjoy the simple craft and chance to meet new people. It was requested that I repeat of a flower making class (using recycled books) that I have offered before. It is scheduled for this coming March.

Spring Lake

Lisa Micunek, from Martin's School of Cooking, accompanied me on my monthly visit to Spring Lake on November 29. I shared with the kids a couple of my favorite gingerbread stories: The Library Gingerbread Man by Dotti Enderle, which introduces the Dewey Decimal System, and Gingerbread for Liberty!: How a German Baker Helped Win the American Revolution by Mara Rockliff. After the stories, Lisa taught the kids a few baking tips and helped them create their own gift in a jar--a gingerbread pancake mix. I offered supplies to decorate the gifts with. The students were excited to have a handmade gift to share and some even expressed an interest in learning more about cooking. Lisa was

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very touched by their enthusiasm and would like to partner with us again for more cooking lessons inspired by stories.

BOARD ACTIONS ON PLANNING ACTIVITIES

Our schedule is as follows for updating the library policy manual: The Board is to review sections 2 and 3 and provide feedback to Jessica by Jan. 7. Sections 2 and 3 will be voted on in January. Sections 4 and 5 will be reviewed prior to voting on them in February, and Section 6 reviewed prior to voting in March.

FOR THE GOOD OF THE LIBRARY

Liz suggested the Board review our trustee manual handout regarding the Open Meeting Act.

ADJOURNMENT: 8:32 p.m.

Next meeting is January 16, 2018 at 6:30 p.m.

Respectfully submitted,

Elizabeth Schiman, Secretary