

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JANUARY 16, 2018
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PRESENT: President Diane Nye, Vice President Linda Stocker, Treasurer Nick Sedalia (arrived 6:55), Secretary Elizabeth Schiman, Trustee Pauline Yost, Trustee Megan Yore-Norbey (departed 8:50), Director Jessica Enget.

CALL TO ORDER: 6:37 p.m.

APPROVAL OF MINUTES: Linda made a motion, supported by Pauline, to approve the December 5, 2017 minutes. Motion unanimously carried.

APPROVAL OF TREASURER'S REPORT: Megan made a motion, supported by Liz, to approve the Treasurer's report for November and December 2017 with check number 18432-18512. Motion unanimously carried.

GOVERNANCE AND ADMINISTRATION

President

Board Committee Assignments: Diane reminded the Board that committee assignments are now aligned with Board terms as per Board By-Laws.

Library Policy Manual: Linda made a motion, supported by Pauline, to approve Section 2 and Section 3 of the Library policy manual including the changes recorded by Jessica. Motion unanimously carried.

Review of Proposed Policy-Transfer of Sick Time: After discussion, the Board agreed that more research is needed before a sick pool policy can be considered for adoption. The personnel committee and Jessica will continue with their research to develop a proposal.

Community and Government Relations

Friends Report: The Friends of the Library have approved \$6500 towards Summer Reading programming expenses. Their annual Board meeting is scheduled for March 27 at 4 p.m.

Building, Landscape and Technology

A roof leak has occurred above the newspaper area in the Library. A roofing company is investigating the cause and needed repair.

Finance

Budget Amendment: Nick made a motion, supported by Megan, to accept the proposed amendment to the current budget. Motion unanimously carried.

Budget Preparation and Management Salaries Guidelines: Tabled for February Board meeting.

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Strategic Planning

On February 1, Dave Medema will be meeting with pertinent staff for strategic planning review.

Operations and Staff

Jessica presented to the Board a new employee performance evaluation that she plans to implement. The goal is to provide consistent feedback to employees in all departments. Linda suggested that the Board and Staff use this same evaluation system when evaluating the Director's performance.

Director's Report

December 2017

Director (Enget)

Research: Request to Transfer Sick Time

At the December 5th Board meeting, two staff team members came forward with a request to transfer their unused sick time to another coworker they felt was in need. As we have no policy in place that addresses this, Deb and I spent a great deal of time conducting research online and reaching out to other organizations and individuals to learn how this might be accomplished. A proposal for a policy and a sample request form has been assembled to be presented to the board.

Holiday Breakfast

In place of our monthly all-staff meeting for December before we opened on December 20th, a holiday breakfast was sponsored and provided by the Admin team for all staff on Wed Dec 20th. Sixteen of our staff team attended and enjoyed. Deb decorated; Brian, Kaela, Jessica, and Deb provided a lovely breakfast spread with holiday music playing in the background. We all enjoyed two circle games led by Kaela with her son Wallace chiming in with perfectly timed laughter.

"To Texas With Love"

LTPL is proud to participate in partnership with KDL's project to donate books to their adopted library, Port Arthur Public Library in Texas. Port Arthur's collection was destroyed by Hurricane Harvey. KDL has rallied a total of 27 libraries throughout the state to donate books to help replace the loss of their collection. We received a copy of the informational flyer and have updated it to reflect our library's participation. The deadline for donations has been extended to January 31st. We are already running out of space for the contributions made so far! I am coordinating a couple drop-offs to get our materials to KDL. At the start of the month, it was announced they had already collected 30,000 toward their goal of 50,000 books to fill a 53' semi!

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Three Month Summary

The first three months here at LTPL have been busy and thrilling! I'm greatly enjoying getting to know and working with everyone here at Lincoln – the staff team, the Friends, the Board, and the community.

COMMUNICATIONS

- Conducted the first round of one-on-one meetings with all of my staff; am gearing up to take a week in February for a second round.
- I've established weekly meetings with my Admin team (Brian, Kaela, and Deb). Though we talk regularly throughout the week, this has helped us to make progress on specific projects and check in on goals.
- I attend and participate in all staff meetings, and take time to write up and post updates from our daily morning huddles and minutes from monthly meetings for all staff to view.
- Work continues to develop a central intranet where staff can easily access schedules, updates, information, and organizational information, and more seamlessly participate in organizational communications.
- I pride myself on making myself as accessible as I can within reason to my staff: my cell number is posted and staff are encouraged to reach out as needed. My week's schedule is posted on a white board installed on my door and it is updated with my business whereabouts throughout the day. My door remains open to staff, and if it is closed, there is a way for them to alert me if they have a need to speak with me.

COMMUNITY

- I've met and spoken with 15 out of a goal of 30 community leaders and stakeholders to listen and discover new opportunities for the library to help address some of their organization or community needs.
- I attend and report on the library's behalf each month at each of the three townships we serve: Lincoln, Royalton, and Baroda
- I have found a place to be more involved in community goings-on by serving as board secretary for BABA (Baroda Area Business Association).
- Represented the Library with a booth full of swag and program information at Baroda's Christmas in the Village event.

TECHNOLOGY

- Facilitated and coordinated communications between LTPL staff and Bibliotheca to bring resolution to issues that were ongoing with our automation systems.
- Met with Double K Enterprises and Vicki on several occasions to learn about our current infrastructure; we have discussed historical and current configurations and connections, and identified several future projects.
- Established a collaborative living document with Vicki to help us track our inventory of technology and systems throughout the building. This process has helped me to begin to

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- identify and understand infrastructure and equipment of our library on both patron and staff sides.
- Received consultation and submitted a Request For Bid through Erate with the goal to update and improve internet access and connectivity throughout our building. Over a dozen bids have been collected and will be evaluated.

STAFF ENGAGEMENT

- My Admin Team has helped me to collect and compile information about our staff's interests in skill development and continued professional training.
- Coordinated a Holiday Breakfast for all our staff, sponsored and provided by our Admin Team.
- Collaborated with my Admin Team to assemble a new evaluation system that involves regular check-in conversations between Team Leaders and Members with an additional self-reflective component to give staff a voice. Through this we wish to promote an increased sense of ownership and personal vestment in their work and their contribution to the library's overall success.
- We have begun development of our Staff Development Day on Monday, February 26th in conjunction with my Admin team. We are looking forward to introducing our new evaluation system, having a SMART Goals Workshop, and training/review of procedures and protocol for a Lost Child scenario. We'd like to see if we can fit in a few team-building exercises or activities into the day as well. A lunch will be catered by our Library Friends, and I am having a photographer come out to take a group staff photo.

STAFF TEAM/OPERATIONS

- Resolved the Children's Librarian vacancy and filled the position, awarding the position to Mary Ann Ware. This process involved updating the job description with Union approval, posting an official job announcement, assembling an interview team, conducting the interviews and making In process of addressing new vacancy of Head of Youth Services. This job description has also the selection.
- been updated with union approval, officially announced, and we are collecting applicants.
- I assist where I can to help staff the public desks by covering lunch or dinner breaks once or twice a week, and have covered the children's desk on evenings where we have fall short-staffed.
- I have developed a template for the library's job descriptions. To date, three descriptions have been updated to this template. It is my goal to update all other outstanding job descriptions in time for our union contract negotiations.

Administrative Assistant (Christensen)

IBID Electric replaced various interior light ballasts, inspected the emergency lights and exit signs and replaced needed battery packs, used their bucket truck to replace two parking lot light bulbs, and replaced the bulb in the exterior light at the front entrance.

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The water to our drinking fountains and kitchen areas was tested for lead and copper levels; we are in good shape and do not need anything replaced.

The Lincoln Charter Township maintenance crew trimmed and removed some dead tree limbs for us that were hanging over our memorial benches.

Vanguard Fire will return to replace a fire alarm system releasing module.

Public Services (Johnston)

Brian held an ordering meeting on December 15. The purpose was to get ordering staff to follow the same procedures and to help the cataloging department run more efficiently. We determined an ordering schedule, reestablished naming conventions for carts and orders, reviewed our interlibrary loan policy, and a system for tracking materials - including holds - from the time we place the order to putting them on the shelves for patrons.

Brian ran a lost/missing report for adult nonfiction. He asked Emily to look for all the items on the report, and she found some of them. With the rest, we either re-ordered the item or deleted the record. In TLC, we are able to delete a record without removing a charge on a patron's account for a lost item. Brian plans to do this for the other adult collections this year.

Brian has participated in two activities to help support the library profession. In December, he was a judge for the Write Michigan short story contest that Kent District Library runs each year. He read and evaluated a total of 22 adult and two young adult short stories. Brian is also writing indie book reviews for Public Libraries Online, the website for Public Libraries magazine, a publication of the Public Library Association. So far, he has written three reviews and will continue to review more books in the coming months.

Youth (Cochran)

Story times are back in full swing! Mary Ann, Sherri, and Katie, with the assistance of Ashley, are back at it after taking our long break of the year. In Family Storytime, they are continuing to do alphabet themes--the first week of January was "K" and this week was "L." The kids are learning all about koalas, kittens, llamas, and ladybugs. Our two baby story times got off to a slow start with the chilly temperatures, but as the weather warms up, babies are emerging from their homes.

Santa Storytime & Holiday Cardmaking had a combined attendance of over 125. A special thank you goes out to Steve Jewel, who once again volunteered to don the red suit.

Weeding: Kathy, Marie, and Kaela have been working on a 50+ page report of items in the youth collection that have not been checked out since prior to March 2014 (nearly four years). Many of these items are missing from the shelves, and many are in poor condition or have outdated information. Missing items' records are being withdrawn from the system, and physical items are being evaluated for withdrawal by Kaela. As part of the project, we have set up a "lonely book" display in the youth

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department to bring some worthy books to patron's attention, and save them from the chopping block. Withdrawn books are typically sold in the Friends Book sale, the funds from which will contribute to summer youth programming.

Teens (Ayres)

Hollie is meeting with the Teen After-School Writing Group this month to share tips on becoming a better writer, building a fictional world, and writing character profiles.

Teen Winter Reading begins January 15th. Teens must complete a BINGO to win a prize and to enter the grand prize drawing, which will take place on March 1st.

The Teen Advisory Board is currently working on writing a puppet show to perform for children in the library. The youth department has several puppets available for use, and T.A.B. members are working on narrowing down which characters they want to use in the show.

Outreach Highlights (Ware)

On Saturday, December 2 I attended Stevensville's Annual Christmas in the Village. The library offered a decorate-your-own 3D Christmas tree/advent calendar craft for the kids. It featuring a service the library has to offer for each day of the countdown. I also used the opportunity to promote December 5th's Visit with Santa and card making programs.

At December's Tales You Can Taste book club I told the participants the bittersweet news of my promotion. With my new duties as Children's Librarian, I will no longer be able to host the discussion. It is a time of flux at Martin's as well, so Lisa Micunek and I decided to offer one last discussion in January, then take a break until May. At that time she, and whomever takes my place, can revisit the idea of holding it at Martin's. If that doesn't work, I hope my replacement will consider some other options. Tales You Can Taste will be missed by its faithful attendees.

Head-to-Head Trivia at the Red Brick Cafe in Baroda is another outreach program for adults that I am going to have to hand off to someone else. We had already purchased the trivia questions for January-April when I was promoted, so Kevin Renfro of the Red Brick Cafe has agreed to serve as moderator until the library has someone to replace me.

FOR THE GOOD OF THE LIBRARY: Jessica shared a trivia fact with the Board, which was relayed from Staff.

ADJOURNMENT: 9:01 p.m.

Respectfully submitted,

Elizabeth Schiman, Secretary