

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
FEBRUARY 20, 2018**

PRESENT

President Diane Nye, Vice President Linda Stocker, Treasurer Nick Sedalia, Trustee/Acting Secretary Pauline Yost, Trustee Megan Yore-Norbey (arrived 6:25 p.m.), Library Director Jessica Enget

CALL TO ORDER: 6:21 p.m.

Linda made a motion, supported by Pauline, to move to a closed session at 6:22 p.m. to discuss a Letter of Understanding. The voting was as follows: Diane-aye, Linda-aye, Nick-aye, Pauline-aye. Motion unanimously carried.

Meeting went into regular session at 6:35 p.m.

GUESTS: None

There were no additions to the agenda.

Linda made a motion, supported by Pauline that the board accept the Letter of Understanding presented to the board. The motion was unanimously carried.

APPROVAL OF MINUTES: Linda made a motion supported by Nick to approve the January 16, 2018 minutes. The motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, seconded by Megan to approve the treasurer's report for January 2018 with check #'s 18513 to 18559. The motion was unanimously carried.

There was no correspondence.

GOVERNANCE AND ADMINISTRATION

President

Diane wrote a letter to the landscaper in appreciation of the job he is doing.

Community and Government Relations

Pauline reported that the Friends of the Library will hold their general meeting on March 27, 2018. Jessica is working on obtaining the needed information for the library in regards to the Headlee Amendment and a future millage proposal.

BUILDING, LANDSCAPE, AND TECHNOLOGY

Jessica and Pauline met to discuss parts of the strategic plan as it pertains to the building. Jessica is in contact with other libraries to get suggestions on conducting space usage studies. From there, architects will be contacted to help develop a plan.

FINANCE

- I. The board is not moving any money from last year's budget.
- II. Nick present the preliminary budget for the 2018-19 year. Megan made a motion, seconded by Linda, that the board approve the preliminary budget for 2018-19. The motion was unanimously carried.

STRATEGIC PLANNING

After a very productive meeting with Dave Medema, the plan has been updated.

OPERATIONS AND STAFF

- i. Jessica gave the board an updated version of Section 4 Policies after receiving suggestions from board members. Any further input should be submitted to Jessica by March 16, 2018 so the board will be able to vote on Section 4 Policies at the March meeting. The board should also review sections 5 and 6 and submit any comments by March 16, 2018.
- ii. The board discussed the review of the revised proposed policy of transfer of sick time. The personnel committee supported the director through a due diligence process to examine if the library could support a sick time donation policy. The board does not recommend adopting this policy. Linda made a motion, supported by Nick that the policy should not be adopted. The motion was unanimously carried. The board recognizes the heartfelt intent of the library team who proposed this concept to the board.

Director's Report

January 2018

Director (Enget)

Defining the LTPL Attitude

There is a component in our new performance evaluation that covers an "LTPL" attitude. Without defining what that "attitude" is, we're not equipped to reflect on it. I wanted the staff to decide what they want to strive for, how they want people to describe their experiences at our Library – whether it be with patrons, other community members, or fellow staff. A list of traits were handed out to all of our team members and they were asked to pick their top 5 words. After collating all their input, the top three words that surfaced to define our new "LTPL Attitude" that will drive our interactions are "Helpful, Friendly, and Kind."

Determining Closures

It's already been quite a season with the weather! On days when a Winter Weather Warning is in effect, there are a couple resources and contacts I've found helpful to determine if we remain open or should call a close.

While school closures can be an indicator to keep an eye out, the reasons and timing of their closings are not always in alignment for a library. There may be a school closure due to transportation issues: bus systems sometimes run earlier than plows are able to get to clear the roads; but as our library opens several hours later, this often gives plows much more time to clear the roads. Another concern for schools is wind-chill factor, as many students may be outside waiting in the weather for their bus or ride. This is not an applicable situation for library patrons who are able to freely walk in and out of the library to their vehicles or wait inside the building.

I do check several online resources, including WNDU and WSBT for weather alert details and regional/local closings, as well as Weather Underground. Another online resource I look at is MDOT, to check transportation and road reports for the local service area. I look to see how many roads are colored orange or red indicating more concerning slow or stop-go conditions, as well as any notifications of traffic accidents.

In addition, I'm lucky to have a network of contacts to reach out to first thing in the morning and throughout the day as weather progresses. I check with the Directors of Maud Preston Palenske Memorial (north) and Bridgeman (south) libraries to about their local road conditions and thoughts; there is a contact that lives directly across the library who is able to inform me about the weather and road conditions immediately surrounding the library, as well as a staff member that lives only 5 miles away from the building. I feel this makes for a dynamic and informative network to keep in touch with.

My goal is to do my best to balance accessibility for our tax-paying patrons, as well as keep an eye out for the safety of our staff. As the day continues, I continue to monitor weather reports, check outside, and keep in touch with contacts, and check in with staff to see what news they've heard, if the activity within the library is lower than usual, and if patrons have shared additional observations.

If conditions worsen, I reach out to our Board President and Vice President to notify them I am giving serious consideration to or am planning to announce an early closing for accountability and as a "checks and balances" procedure. Timing of the closing also takes into consideration giving ample notice to staff BEFORE they get on the road to arrive to the library for a morning or afternoon shift, or if all staff are already present for a quicker turnaround.

I hope this helps to understand the current decision-making process. I remain open to additional resources, contacts, and insight.

Administrative Assistant (Christensen)

City Plumbing fixed our list of assorted small plumbing issues which included repairs on several faucets, sink drains, etc.

Great Lakes Cleaning is scheduled to do some carpet cleaning after closing on February 17.

I filled out a report in cooperation with the U.S. Department of Labor--an Occupational Employment Report. And, a report in cooperation with the U.S. Department of Commerce, U.S. Census Bureau--the 2017 Census of Governments Survey of Local Government Finances.

Public Services (Johnston)

In accordance with our Strategic Plan, we have finished our first round of programming surveys. The surveys covered 12 programs (six adults, four children, and two teens) and reached a total of 104 patrons. We generated these surveys through Project Outcome. In our 1 to 5 scoring system, we averaged a rating of satisfaction of 4.62 (4.52 weighted average). Patrons are especially happy with our computer training and card making programs. Many patrons who attended the card making class on January 17 requested that we host these more often. Brian submitted a more detailed report to Jessica. We will continue to offer these surveys at future programs.

With Kaela's departure, Brian has taken over as champion for our initiative to improve our mental health resources. In assessing programming over the past few years, he found that we haven't done much for patrons in this area, and he already has some ideas for programming to implement later this year. In addition, he is working with Vicki to track our interlibrary loan requests related to mental health, while he is currently working on an assessment of our collection and online resources. Brian also has reached out to Riverwood Center in Benton Harbor to see how they could help us in the future.

Brian is working with Carol Reigle to update the LTPL history book. The Friends originally published this in 2009 to cover the library's first 50 years. We will be adding a section that covers 2009-2018. This will include pictures and short stories that highlight many of our most important events and achievements over the last ten years.

Youth / Outreach (Ware)

I was invited by the Kindergarten teachers at Stewart Elementary to make a pre-Valentine's Day Visit. In addition to holiday stories, I had them help me reviewed a book for preschoolers about what Kindergarten is like. After 100 days of school under their belts, they agreed the book would do a good job of telling "little kids" what it was like.

A turtle, a snake, an owl, and a skunk were introduced to a fascinated crowd of animal lovers on February 6 at our Animal Fun Facts program. The program was presented by Ms. Megan from the John Ball Park Zoo.

In general, I'm enjoying returning to the Children's Department and getting back in the swing of things.

Teens (Ayres)

Hollie has started two committees in the Teen Advisory Board. One committee is responsible for planning and implementing the puppet show that T.A.B. will perform for children over the summer. The other committee is responsible for updating the recommended reading lists in the teen area. Both committees have started meeting in February.

Our Candy Sushi event was held on January 26th. Lisa Micunek from Martin's Super Market helped Hollie lead the event. Lisa and Hollie taught teens to make sushi using various products and also discussed making real sushi. Lisa brought vegetarian sushi for everyone to try. Seventeen people attended the event. Photos of their creations are available on the library's Flickr page.

The Teen After-School Writing program gained two new members this month. They are working hard on individual novels. Hollie shared more tips for character profiles and tips for finding inspiration for story events with the group.

BOARD ACTION ON PLANNING ACTIVITIES

Jessica is attending a P.L.A. meeting and will not be able to attend the previously scheduled Marcy 20, 2018 meeting. After discussion, it has been decided that the board will meet on Wednesday, March 28, 2018 at 6:30 p.m.

ADJOURNMENT: 7:25 p.m.

Next board meeting is March 28, 2018.

Respectfully submitted,

Pauline Yost, Acting Secretary