

LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
MARCH 28, 2018

**PRESENT:** Vice President Linda Stocker, Treasurer Elizabeth Schiman, Secretary Pauline Yost, Trustee Megan Yore-Norbey, Director Jessica Enget

**ABSENT:** President Diane Nye

**CALL TO ORDER:** 6:32 p.m.

**GUESTS:** Jennifer Cowan, Charlie Olszewski

**PUBLIC COMMENTS:** None

**ADDITIONS TO THE AGENDA:** Approval of the closed meeting minutes from February 20, 2018, report of the Friends general meeting, and approval of bills under Building, Landscape, and Technology

**APPROVAL OF MINUTES:** Pauline made a motion supported by Linda to approve the February 20, 2018 closed meeting minutes. The motion was unanimously carried.

Megan made a motion, supported by Pauline to approve the minutes of the February 20, 2018 meeting. The motion was unanimously carried.

**APPROVAL OF TREASURER'S REPORT:** Liz made a motion supported by Pauline to approve the Treasurer's report for February 2018 with check numbers 18560-18583. The motion was unanimously carried.

**CORRESPONDENCE:** Treasurer Nick Sedalia submitted his resignation to the Board of Trustees on March 6, 2018. President Diane Nye accepted his resignation. The board appreciates his years of service.

## **GOVERNANCE AND ADMINISTRATION**

### **President**

Linda is the acting president at this meeting. She introduced Jenny Cowan. Jenny shared information about herself. Pauline and Liz recommend the appointment of Jennifer to the Board.

Liz made a motion to appoint Jennifer Cowan to the open board position created by the resignation of Nick Sedalia. Pauline seconded the motion. The motion was unanimously carried.

### **Board Reassignments:**

Megan made a motion, supported by Pauline that Elizabeth Schiman become the treasurer of the Board of Directors. The motion was unanimously carried.

Liz made a motion, supported by Megan that Pauline Yost become the secretary of the Board of Directors. The motion was unanimously carried.

Jenny will work on the finance and building committees.

### **Community and Government Relations**

**Friends Report:** Pauline reported on the Friends general meeting. They continue to support the library through their book sales and work on finding relevant grants to further support library programs.

**Village of Stevensville Emergency Plan:** Tiffany Moore from the Village of Stevensville has requested that they will be able to use the library in the event of an emergency. Megan made a motion, supported by Liz to approve this request. The motion was unanimously carried.

### **Building, Landscape and Technology**

**Erate Update:** Jessica explained the research she has done to improve and update the Library's current technology set-up. The bid from Moss Technology will improve the firewall, wireless access equipment and installation at a one time cost to update our current system. Liz made a motion, supported by Pauline, to accept the Moss contract. The motion was unanimously carried.

The second bid is through Comcast Business. This is a three year contract which will double the internet speed. It will start in July 2018, and the library will receive a 50% reimbursement for their service costs. Megan made a motion, supported by Liz to accept this contract. The motion was unanimously carried.

Jessica submitted a renewal of a maintenance and service agreement from Boelcke Heating and Cooling that will run from April 1, 2018 through March 31, 2019. Megan made a motion, supported by Liz that we accept this contract. The motion was unanimously carried.

Jessica submitted a service agreement from Tru Green for the next fiscal year to fertilize the grounds. Liz made a motion, supported by Megan that we accept this contract. The motion was unanimously carried.

### **Finance**

A list of the financial institutions that the library currently uses was presented. Megan made a motion, supported by Liz that the board pass a resolution approving the listed financial institutions. The motion was unanimously carried.

Liz made a motion, supported by Megan to approve the adjusted budget for the current fiscal year. The motion was unanimously carried.

Any surplus funds from the current fiscal year will be moved to the appropriate funds.

Liz made a motion, supported by Megan that the board retain the services of Scarpone & Company, P.C. for our annual audit. The motion was unanimously carried.

### **Strategic Planning**

The next Strategic Planning meeting will be in May with Dave Medema.

### **Operations and Staff**

**Director Evaluation:** Linda shared the highlights and an overview of Jessica's six month evaluation. The Board thanks Jessica for her hard work and dedication.

**Final Draft of Section 4 Policies: Facilities and Equipment:** The board discussed, reviewed and revised Section 4 Policies. Liz made a motion, supported by Megan to accept the final draft of Section 4 Policies. The motion was unanimously carried.

Section 4: Facilities and Equipment will become effective on May 1, 2018.

The board needs to review Section 5 Policies by Tuesday, April 10, 2018. All suggestions need to be submitted to Jessica by that date.

### **Director's Report:**

## Director's Report

*February-March 2018*

### **Director (Enget)**

#### **Erate**

All bids received were evaluated at the close of the Request For Proposal period. Two bids have been selected – one will upgrade our firewall and all Wi-Fi equipment throughout the building to improve network security, signal, and connectivity to staff and patrons. A second bid was selected that would double our internet speed through our current service provider to meet ALA Benchmarks.

With the Board's approval, and confirmation of acceptance by Erate, these projects are expected to be 50% reimbursed through federal Erate funding. Implementation would be expected to begin late summer when funds are dispersed.

#### **Staff Development Day**

On Monday, February 26<sup>th</sup>, 17 of 22 staff were in attendance for our inservice day. Our staff team were formally introduced to (and received a copy of) our new Performance Evaluation system. Officer Wolff was a guest and discussed the importance of regularly practicing an emergency procedure in light of the recent Valentine Day shooting in Florida. Brian led a short workshop that introduced the SMART Goal

process to staff and allowed them an opportunity to practice writing goals. We watched several TedTalks that highlighted our new LTPL attitude of “Helpful, Friendly, and Kind,” and engaged in a couple fun team-building activities during the day. We also invited local business Fiji Film to come and take a group staff photo. Copies of the photo were distributed to all of our team members.

We enjoyed a delicious luncheon hosted by Carol (Reigle) and Carol (Norbey), graciously provided by the Friends of the Library. Reigle helped me recognize four staff members that had reached milestone years here at LTPL: Brian Johnston (5 years), Carl Gampel (5 years [belated]), Mary Ann Ware (10 years), and Jan Harris (15 years). We were proud to present each of them with a milestone pin and a certificate signed by our Board President. Reigle prepared a special photo collage for both Mary Ann and Jan for their milestones. Finally, Reigle also had the staff laughing with a spoof newspaper article she’d written about Mick, highlighting how he and so many of our staff go above and beyond the call of duty.

### **PLA Conference Review**

I would like to express my greatest appreciation to the board for allowing me to attend the full Public Library Association conference which took place last week in Philadelphia. Because of your support, I was able to attend two pre-conference workshops: “Stand Up For Health: Health and Wellness Services for Your Community,” a full-day session on Tuesday (which was specifically relevant to goals listed in our Strategic Plan) and “Transformation Not Trend: Dismantling Institutional Racism in Public Libraries,” a half-day workshop on Wednesday. Throughout the rest of the conference, I attended sessions that I felt would be the most relevant to other facets of our Strategic Plan or helpful as a new director, including marketing, staff training, encouraging staff leadership, and hiring for best fit.

I look forward to sharing more in depth with you and my staff team the ideas and inspirations gleaned from these sessions and speakers, as well as information of interest gleaned from several vendors on the exhibit floor.

### **Administrative Assistant (Christensen)**

We had some loose and damaged counter tops/edging repaired by River Valley Kitchens.

The public official bond for the positions of Treasurer, Administrative Assistant, and Director is renewed for the usual three years. Our annual building insurance coverage is renewed with the Michigan Township Participation Plan.

The Sunshine Club members this year are Hollie, Mick, Felicia, and I. Every January, the Sunshine Club will be open for a rotation of new volunteer members. Jessica is encouraging this group to look for opportunities to coordinate staff celebrations, and find ways to show support and acknowledgment of milestones of fellow team members. This may include milestone years of service, birthdays, good-luck going-aways, holidays, etc. We are charged with the responsibility to orchestrate a random “fun day” event for the staff “just because” and oversee the staff break room bulletin board.

The Sunshine Club is funded through our pop bottle recycling, and at least half of the Director’s mileage reimbursements. It is also open to any donations other staff would like to contribute.

Our first project sets out to recognize staff members who have been noticed for doing something helpful, friendly, or kind. If a fellow staff member witnesses this LTPL attitude in an interaction with a patron, community member, or staff member, they are to write a brief description of the event, name of the doer, and their name as witness on a paper shamrock (this month’s theme) that will be displayed on

the bulletin board in the staff break room. At the end of the month, the Sunshine Club will hold a drawing from all the submissions to award one staff member with a prize for doing such great work. We plan to do this recognition and drawing each month.

We also plan to acknowledge birthdays and service anniversaries on a quarterly basis. On March 13, we had cake and ice cream to celebrate with the four birthday and three anniversary staff members for the January to March quarter

### **Public Services (Johnston)**

Brian hosted his Nonfiction Writing Workshop on the evening of February 20, with 17 patrons in attendance. He started by talking about how to begin and organize a writing project. Next, he discussed ways to improve each participant's writing, with the overall theme of making every word count as much as possible. Patrons broke into groups to complete exercises that reinforced the concepts Brian discussed. In the last part of the program, Brian discussed logical fallacies and again provided exercises based on the discussion. The Herald Palladium wrote an article about the workshop, which they published in their February 21 edition. Richard Schinkel of the Berrien County Parks and Recreation Commission contacted Brian after the class and asked him to run a similar presentation for their organization. Brian will do this in May.

Brian ran the first ever meeting of the Generation Next Book Group at the Red Brick Cafe in Baroda on February 21. Four people came to discuss *X: A Novel* by Ilyasah Shabazz and Kekla Magoon. Kevin Renfro of Red Brick Cafe was a generous host, even letting us borrow his Bluetooth speaker to play videos of author interviews. The next meeting is on March 21, with *The Death of Expertise* by Tom Nichols as this month's title. At least five people have registered. Kevin also told Brian that they will soon have the ability to cater our events there.

Brian completed running missing and lost reports for adult materials, including fiction, nonfiction, music, movies, and audiobooks. We reordered some titles but deleted the records of most of them, placing interlibrary loan requests for some of those that were on hold for patrons. Brian's informal rule was to delete the ones that had been missing for at least a year. We deleted several hundred items, some of which had been lost for several years. We were able to do this while still keeping charges on patrons' accounts when necessary. Brian plans to do this on a more regular basis, so that patrons aren't looking for items we don't have.

### **Youth (Ware)**

Yoga instructor Cheryl Weise was contracted to present three programs for our Mindfulness March series. In addition to yoga, the kids learned about different ways to relax, clear their minds, and be aware of the moment they were in instead of worrying. Cheryl, who is very enthusiastic about her craft, insisted on waiving her fee for this round of classes, telling me to save it for the next. I saw the kids enthusiastically returned to class each week as the class sizes grew. I intend to invite her back for another round in May.

On Saturday, March 3, I attended A Dr. Seuss Celebration, a benefit for the United Way, at Martin's Super Market. The library offered information about library programs and library cards, a hat craft, literacy games, and Seuss themed tattoos and book bags. Participants were asked to bring a new or lightly used book for use in the charities food pantries' little free libraries. Despite being advertised far and wide, the beautiful weather that day worked against the event. It was not as well attended as hoped. Those who did come enjoyed the activities and got to hearing several local children's authors read their works.

Our Children's Winter Reading Program, which ran from mid-January to the end of February, was another disappointment. It has been tried for the past three years without much success. The children's department will invest our time and energy elsewhere next year and revisit the idea in the future.

### **Teens (Ayres)**

The annual T.A.B. lock-in was held on February 23rd. Hollie and Vicki hosted 21 Teen Advisory Board members. Thank you to the Friends of the Library for funding this event.

Twenty-seven teens participated in the Teen Winter Reading Program, which ended on February 28th. Seventeen of the participants completed the program.

Our Adulting 101 series continued with its second installment on February 28th. Hollie and Vicki discussed applying for online jobs, writing resumes, and job ethics with the teen participants. Our next Adulting 101 class will be held in April. Lake Michigan College will be sending three representatives to discuss college admissions and financial aid.

### **FOR THE GOOD OF THE LIBRARY**

Linda shared an updated list of future meeting dates. The times of township meetings was also included. It would be good if board members attended township meetings to show support of our library.

Megan Yore-Norbey was recently name a 2018 Top Hospital Marketer of the Year. Congratulations, Megan.

**Next meeting:** April 17, 2018

**Adjournment:** 8:00 p.m.

Respectfully submitted,

Pauline Yost, Secretary