

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
APRIL 17, 2018

PRESENT: President Diane Nye, Vice President Linda Stocker, Treasurer Elizabeth Schiman, Secretary Pauline Yost, Trustee Jennifer Cowan, Director Jessica Enget

ABSENT: Trustee Megan Yore-Norbey

CALL TO ORDER: 6:36 p.m.

GUESTS: None

ADDITION TO AGENDA:

Added to the President's report:

1. Ethics Form
2. Correspondence from St. Joseph Charter Township

APPROVAL OF MINUTES: Linda made a motion, supported by Liz, to approve the March 28, 2018 minutes. Motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Liz made a motion, supported by Pauline, to approve the Treasurer's report for March 2018 with check numbers 18584-18629. Motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

President

- i.** Board members updated and reviewed their trustee notebooks.
- ii.** Board members signed a copy of the Code of Ethics. These will be filed with the director.
- iii.** Diane shared an e-mail sent by Denise Cook of the St. Joseph Township on April 5, 2018. After some discussion by the Board, Diane will respond to Ms. Cook.

Community and Government Relations

Pauline reported that the next Friends' meeting will be May 22, 2018 at 4 p.m.

Building, Landscape, and Technology

- i.** Jessica shared information about an event recently held at the library. Any issues have been resolved, but it was decided that the Board and library should create a form to be part of the event contract that would cover the cost of any extra cleaning that might be needed.

Finance

The finance committee will work with Jessica to update the capital plan and determine how much is allocated for Future Projects. This will be done after our audit.

Strategic Planning

The Board reviewed the Headlee. There was discussion about asking for additional funding on the next ballot in August and how those funds would be allocated.

Linda made a motion, supported by Jenny, to place on the August ballot for Lincoln Township, a proposal to recapture the Headlee rollback of .1734 mil. The motion was unanimously carried.

Liz made a motion, supported by Pauline, that the Board retain Attorney Ann M. Seuryneck to prepare our ballot language. The motion was unanimously carried.

Operations and Staff

Section 5 Policies will be discussed at the May meeting.

Jessica spoke on behalf of a patron to the Board. This patron is concerned that she will not be able to use the study rooms as often due to a change in policy. Rather than having a sign-up sheet, the rooms are now available as “first come, first serve” basis. The Board has decided to try the new policy for the next month and see how it is working. If there are problems, the Board will address the issue. Jessica will convey this to the patron.

Director’s Report

April 2018

Director (Enget)

New Sponsors for Summer Reading Programs

With the help of the Baroda Area Business Association (BABA), our library has obtained two new sponsors to help offset program costs of our Summer Reading. Not only has BABA graciously sponsored two events, but they also distributed our list of our library’s summer sponsorship opportunities to their member list, which resulted in another sponsor within the same day: Honor Credit Union!

Weekly Youth Department Meetings

To help facilitate consistent interdepartmental communication, I’ve established weekly meetings with the Youth Services Team on Wednesdays at 2pm. It is hoped that these weekly sessions will help us continue to work cohesively as a team despite the current absence of a department head, and it is the one time during the week that most staff schedules have in common. As of this writing, two meetings have taken place. We start with a topic, and then have a “round table” to hear questions, announcements, and share information.

“Stand Up For Health” Conference Follow Up

Having completed the two assignments from the PLA Conference “Stand Up For Health,” I’ve fulfilled requirements to be awarded a certificate for 12 Credits of Continuing Education through the Medical Library Association. My next steps from this will be to add several free online resources to our library website and provide overview training of these resources to the staff. Through this program, I learned how to better evaluate our current collections to meet the health and wellness needs specific to our

community. To follow up, I would like to make a special order to purchasing new materials to refresh, update, and make more comprehensive our nonfiction print collection to better meet our community health needs. To do so, I'd also like to pursue a grant opportunity made available through our Co-op, the Southwest Michigan Library Cooperative. It is my goal to submit an application by August 1 of this year.

I look forward to our library implementing or collaborating toward other programs, services, initiatives, and resources in the future. Developing a portion of our collection to make it more relevant is a next-step that is the most immediate possibility we are able to take action on.

Administrative Assistant (Christensen)

No Report.

Public Services (Johnston)

Ran the all-staff meeting on March 21, going over five common scenarios that we see working with the public and how best to address them. He then asked staff to spend the next two weeks providing their opinion on how to respond to five more possible scenarios. Brian is using the information he gathered to write up standard responses to these scenarios, and he will share them with staff at future meetings.

Brian distributed a self-publishing survey online and received 145 responses from library professionals and 50 from authors. He is seeking to understand the current relationship between self-published authors and libraries, as this has not always been an amicable relationship in recent years. One of the questions asked the users to rate the current relationship on a scale of 1 to 10 stars. Librarians rated it at an average of 4.72, while authors rated it at 4.66. Only two of the 195 participants rated it a 9 or 10. One idea that came out of this survey is to start a Michigan-based advisory group that makes book recommendations to library staff, and Brian is exploring how to form that now. He will use the other findings from this survey to conduct more research over the coming months.

Brian is serving as a database evaluator for the Michigan Electronic Library (MeL). By April 20, he will have evaluated 26 databases that MeL is considering for purchase, for Michigan residents to use starting in October. Brian is examining the databases, looking at content, graphics, searching, printing, language translations, and help screens.

Youth (Ware)

March is reading month. As part of the celebration, the Library of Michigan selected a book for their Every Child Ready to Read program and challenged libraries throughout the state to read it to as many Kindergarten and preschool students as possible. This year's selection was *I Got the Rhythm* by Connie Schofield-Morrison. The book was shared at our regular library story times and as an outreach to most the schools in our service area. In all, over 500 local children heard the book. Thanks to the generosity of our Friends of the Library, I was able to leave a paperback copy of the book in each of the classrooms I visited.

As part of an internship Michelle Boisvenue-Fox set up for her, Emily Coberley, our long time page, took charge of the Tween Tomes Book Club in March. She chose *Harry Potter and the Sorcerer's Stone* for the discussion. As part of the thematic snack the kids receive during this after school activity, Emily hand made chocolate frogs. She did an excellent job preparing for the discussion. The tweens thoroughly enjoy the book and some of them were already reading subsequent books in the series.

On March 16th Jessica and I were invited to take part in Lakeshore Middle School's Career Day. In addition to talking about working in the field of library science, we took the opportunity to tell the kids

about resources at the library that would help them get a job and ways the library could help them stretch their dollars. We received some very nice thank you letters.

Teens (Ayres)

Hollie and Mary Ann attended Spring Institute in Grand Rapids on March 22nd and 23rd. Hollie has provided a summary of her experience to the Director.

The Teen Advisory Board Puppet Committee has a plan for the puppet show they'd like to perform for children later this year. They are now working on drafting the script.

Hollie has edited the summer newsletter and the summer reading flyer. Newsletters will be mailed to patrons by April 30th.

NEXT MEETING: May 15, 2018

ADJOURNMENT: 8:45 p.m.

Respectfully submitted,

Pauline Yost, Secretary