

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
MAY 15, 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: 6:30 p.m.

GUESTS: Brian Johnston, Brook Avello

PUBLIC COMMENTS:

Brook Avello is a long-time Lincoln Township resident and a member several non-profit groups that use the library. She is concerned about a recent policy change that states that a room cannot be reserved more than 30 days in advance. She feels this policy has consequences that the board may not have considered such as placing events on a yearly calendar. Jessica, Pauline and Jenny will meet to review this policy and report back to the board and Mrs. Avello.

APPROVAL OF THE MINUTES: Linda made a motion, supported by Liz, to approve the April 17, 2018 regular board minutes. Motion was unanimously carried.

APPROVAL OF THE MINUTES: Liz made a motion, supported by Linda to approve the special board minutes of May 7, 2018. Motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Jenny, to approve the Treasurer's report of April 2018 with check numbers 18630-18662. Motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

A. **President**

B. **Community and Government Relations**

- i. Jessica, Diane, and Linda attended the Lincoln Charter Township meeting to present our ballot proposal for the August 2018 primary election. The Lincoln Charter Township trustees were supportive of our proposal. There was a question on the ballot language. Jessica checked with our attorney to confirm that the language is correct.
- ii. Jessica shared an informational packet about Lincoln Township Public Library to encourage voters to support the millage renewal.

C. **Building, Landscape, and Technology**

- i. Jessica present an update on the ERate bids.

D. Finance

- i. The board reviewed a proposed budget revision. Liz made a motion, seconded by Pauline, to amend the 2018-19 budget to reflect Future Needs expenses of \$3,000. The motion was unanimously carried.

E. Strategic Planning

- i. Jessica presented the board with an updated spreadsheet of the strategic planning progress. Two areas the board should consider in future meetings are defining what a “non-user” means and cataloging tracking concerns.

F. Operations and Staff

- i. Jessica shared information about a new hire to our library. Melissa Oxborrow will become Head of Youth Services. Her start date is Monday, June 4, 2018.
- ii. Brian presented his “My Self-Publishing Libraries Project” to the board with the goal to get more quality self-published books into libraries everywhere. He is suggesting that the board create a policy to address this issue.

Director’s Report

May 2018

Director (Enget)

Onboarding Program

Brian and I are working together to research and develop a New Hire Onboarding Program that would serve as a template to make sure we provide consistent and fundamental orientation and training. This will include: a checklist of important documents to be readily provided; a list of tasks that will help the new team member orient themselves to the building, fundamental systems and responsibilities expected of all staff (listing various key team members as point people according to their strengths); and a week-by-week schedule for completing basic orientation over the course of the first 90 days. This project is also helping us to review the accessibility, relevancy, and currency of various staff documents and resources, and identify gaps in documented information that need to be supplemented.

Joint Labor Management Team

On Tuesday, May 8th, the JLMT held it’s first of four quarterly meetings to come together to share information and discuss more in-depth various issues and matters concerning negotiation of our union contract. It was an example of excellent team work and we each came away with clear ideas of further research to be done and next steps. Our next meeting is scheduled for August, where we plan to follow up with the information we’ve collected to address our existing inquiries, and we plan to collaborate to examine job descriptions that will help to promote more teamwork throughout the library.

Erate Update

Our two bids have been approved for funding through the federal Erate program at a rate of 50% reimbursement. In July, funds are expected to be dispersed so we can move forward with Moss Telecommunications to upgrade Wifi throughout the building. This bid included the cost of the

hardware, configuration, and installation of switching equipment, firewall equipment, wireless equipment, and associated parts for use within the library to provide a stable and secure wireless network.

The bid with Comcast will provide an increase to internet speed, doubling our current bandwidth from 75mbps to an industry standard of 150mbps. The library will receive quarterly reimbursements at a rate of 50%, provided copies of the monthly invoices are submitted.

Administrative Assistant (Christensen)

Creative Landscaping has done the spring cleanup of our garden beds and planted pansies in the courtyard planter.

American Pride has replaced our faded flag with a new one and inspected our halyard, snaps, etc.

Lorraine of Plant Pleasers advised us on what silk plants would look good in our two overhead planters. I cleaned out the planters and arranged realistic philodendron in the planter near the magazine area and a mix of upright plants and ivy for over the circulation desk. After almost 20 years of live plant use, the maintenance care of those planters has now changed from weekly watering, etc. to an occasional dusting.

Public Services (Johnston)

Brian attended **the Library Camp "Unconference"** at Ann Arbor District Library on April 13. He listened to a presentation by Attorney Susan Kornfield on libraries and copyright law. Afterwards, participants broke into groups for the rest of the day. At the beginning of the program, participants suggested topics for the groups, and the library chose Brian's topic of self-publishing and libraries. Brian led that group's discussion, sharing his experiences and his current SMART goal project while gaining new perspectives from other library professionals. He learned about AADL's Fifth Avenue Press, a service in which the library assists in printing books for patrons. Brian also attended two breakout sessions on programming while at the conference.

Brian has weeded our **adult reference section** and added several new titles over the past few months. Though patrons are using these collections less often in public libraries, it's still important to have some reference materials that are up-to-date and reliable. We hadn't paid much attention to this area over the past few years, and Brian hopes to keep it strong moving forward.

Brian presented at the **all-staff meeting on April 19**. He told the staff about his SMART goal of spearheading a mental health initiative, hoping to gain some support from the rest of the staff and to encourage them to want to share their SMART goals at future meetings. Brian envisions our new marketing staff member playing a big role in letting the public know about this initiative.

Youth Services (Ware)

We hosted a one hour **Homeschool Open House on April 25**. While attendance was not as high as I would have liked it to be, we had 19 people, everyone who took part was very appreciative. Representatives from Berrien Springs Parent Partnership and Berrien Springs Virtual Academy (both through Berrien RESA), Lake Michigan College, Classical Conversations Homeschool Group, and the

YMCA were available to answer questions about their organizations and what they have to offer. I used the opportunity to present information about the various ways LTPL can serve homeschool families.



Local Spanish teacher Christine Velasco from I Heart Spanish approached me earlier this year and offered to present a **Hispanic culture story time**. On May 3rd we took her up on the offer. In addition to stories, some of her students performed a traditional Mexican dance routine. We provided several Hispanic inspired crafts and Martin's Super Market was on hand with an edible sombrero cookie for the kids to create. In excess of 80 people joined us for the festivities. Teen Advisory Board members Megan Hollerbach, Brendan Nestle, and Elizabeth Nestle (who is also a library page) volunteered to help with the event.

I, and the rest of the Youth Services Department, would like to **thank Ashley Pozivilko**, who left us in late April to go work for Berrien County. Ashley has served LTPL for years, first as a Teen Advisory Board Member, then as a library page. Ashley was a tireless worker and provided much of the labor necessary to keep Rosetta's House Early Literacy Center and our story times running smoothly. She will be missed and we wish her all the best in her future adventures.

Teens (Ayres)

Our third installment in our **Adulting 101** series was held on April 18th. Representatives from Lake Michigan College spoke with the teens about the college admissions process, financial aid, and attendance at Lake Michigan College. After the LMC presentation, Hollie and Vicki spoke with teens about the differences in attending college while living at home and while living on campus. We also discussed attending college online. Thirteen people were in attendance.

Junior Friends registration has begun and will run the month of May. Hollie has placed applications at the circulation desk. Junior Friends do need to register in person and fill out a schedule/application form.

Voting for the Thumbs Up! Award through the Michigan Library Association has begun and will run until May 31st. Teens get to select the winner of this award, which recognizes excellence in literature for teens ages 13-18. Hollie has placed paper voting ballots in the teen area and also provided the teens with an online voting link in the newsletter and on Facebook.

BOARD ACTIONS ON PLANNING ACTIVITIES

Section 5: Budget and Finance will be addressed at the June meeting.

FOR THE GOOD OF THE LIBRARY

- i. Liz suggested that the library include a link to renew materials online.
- ii. The library received a Community Recognition Award. This was presented to the library in appreciation for support given to the Girl Scouts of Northern Indiana-Michiana 2018.

NEXT MEETING: JUNE 19, 2018

ADJOURNMENT: 8:00 p.m.

Respectfully submitted,

Pauline Yost, Secretary