

LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
JUNE 19, 2018

**PRESENT:** President Diane Nye, Treasurer Elizabeth Schiman, Secretary Pauline Yost, Trustee Jennifer Cowan, Trustee Megan Yore-Norbey, Director Jessica Enget

**ABSENT:** Vice President Linda Stocker

**CALL TO ORDER:** 6:30 p,m,

**GUESTS:** Carol Riegle

**APPROVAL OF THE MINUTES:** Jenny made a motion, supported by Liz, to approve the May 15, 2018 regular board minutes. Motion was unanimously carried.

**APPROVAL OF TREASURER'S REPORT:** Pauline made a motion supported by Megan, to approve the Treasurer's report of May 2018 with check numbers 18663-18703. Motion was unanimously carried.

**CORRESPONDENCE:** Correspondence will be addressed under Operations.

**GOVERNANCE AND ADMINISTRATION**

**A. President**

**B. Community and Government Relations**

- i. Carol Riegle, President of the Friends of the Library, gave a preliminary report on their annual book sale.
- ii. Jessica gave a millage update. Prototypes of a trifold and bookmark were shared. These were created by Hollie and contain pertinent facts to support the library's need for the millage renewal. The vote is August 7, 2018.

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

- i. Jessica has contacted Mike of American Security. He is assembling quotes with several options to upgrade the library security system.
- ii. Jessica reported on the Erate updates. WiFi installation will take place in September. The Comcast internet speed will be updated on July 1, 2018.

**D. Finance**

- i. The 2017 audit report will be in July.

#### **E. Strategic Planning**

- i. Jessica reported on the progress of the marketing/outreach position. The interviews are scheduled for the last week of June. The team will interview 2 candidates for the position of Marketing Adult Outreach Specialist.

#### **F. Operations and Staff**

- i. Liz made a motion, supported by Pauline, that the board accept Section 5: Budget and Finance Policies. The motion was unanimously carried.
- ii. The Board discussed the pros and cons of having an attorney on retainer after receiving feedback from several local libraries. Jessica will check with the attorney as to specific costs. No action was taken.
- iii. Due to expressed concerns from several patrons, revisions were made to the policies concerning meeting and study room use. Megan moved, supported by Jenny, that the board accept the revisions to Policy 4.6 for meeting room use and study rooms. The motion was unanimously carried. Jessica has contacted the one patron. Diane will contact the other patron.

Pauline moved, supported by Jenny to accept the revisions to Policy 4.6 and 4.9 sections 3B and 3F. The motion was unanimously carried.

## Director's Report

*June 2018*

### **Director (Enget)**

#### **Security Review**

I am taking time to learn about today's standards and the equipment options available to develop a plan to update the security features of our library. The goal is to update our technology and add features in a way that is aligned with library industry best practices, within means that are necessary, responsible, and a good fit to the needs of our patrons and staff.

#### **Marketing and Outreach Specialist**

Brian and I have reviewed applications and resumes for this position and have invited candidates of interest to interview. These are being scheduled for the last full week of June.

#### **Desk & Story Time Coverage**

Through the month of June, our youth services team has been very busy making school visits to promote summer reading and prepare summer reading, while also providing the level of programming our patrons have come to expect. To help support them during this busy time, I have been taking on shifts at the youth desk at least once a week through the month of June and helping out with Story Times. I

appreciate these opportunities to work together as part of the team during our very busy time of year as it also gets me out of the office and allows me to interact with our patrons and families that visit our library, and maintain perspective of what happens on the front lines serving on the desk and in programming.

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

Boelcke Heating & AC did the **quarterly maintenance on the HVAC system** that included: lubricating, cleaning condenser coils, checking refrigerant levels, adjusting/replacing belts, changing filters and thermostat batteries.

D.A. Dodd LLC did our **backflow prevention inspections**. Some work had to be done so that the lawn irrigation part of the inspections would pass.

Julie Ruff, CPA, of Scarpone & Co., P.C., CPA's, did the on-site part of our **annual audit** June 4-5. James F. Scarpone, CFP, CPA, CVA, plans to present the audit review at the library board meeting on July 17.

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

Brian went to Kalamazoo on May 21 and 22 to participate in SkillPath's "**Business Writing and Grammar Skills Made Easy and Fun**" seminar. Brian learned a lot about improving writing skills in the workplace, including tips on becoming a better proofreader. He also picked up some ideas for library programming. Brian submitted a full report to Jessica and is grateful to LTPL for allowing him to attend.

Brian ran his program, "**How to Publish Your Book**," on the evening of June 4. Sixteen people came to the event, while a few others had to cancel because they couldn't make it. Brian talked about querying literary agents, properly formatting books, and the self-publishing process. Many participants asked Brian to run a program on how to use CreateSpace, Amazon's print-on-demand service, and he plans to do this in September.

Brian has recorded **three radio interviews** with Lindsay Kay at WSJM for her afternoon program, Got Something to Say. He has used the opportunity to promote library programs, let listeners know how to get a library card, and to tell about himself and what he does at the library. Lindsay has invited Brian to come back for more interviews and plans to talk to our new Head of Youth Services about scheduling some time as well.

### **Youth (Ware)**

The **Annual Teddy Bear Picnic** was selected as our "Invite a Friend" program for this newsletter cycle. Color-your-own invitations we made available in the children's department though the month of May. It must have worked. We had at least 140 people attend the event despite thunderstorms the night before. Jessica, Sheri, and I shared stories, songs, and a snack with the kids.

The second annual **Fandom Fest** was held on Saturday, June 9 at Lake Michigan College's Mendel Center. Lincoln Township Library and ten other local libraries hosted the mini-comicon style event. Over 600 people attended. I helped at the makerspace for the day, along with LMC's Fab Lab, where attendees could make their own "Fandom Fest" commemorative button, experiment with stop-motion video, or create their own wand courteous of Berrien County RESA.

I've been visiting the Lakeshore School Districts three **elementary schools** to invite their students to take part in our summer reading challenge and all the fun activities we are presenting during it. I look forward to seeing them at the library.

### **Teens (Ayres)**

Hollie and Vicki visited **Lakeshore Middle School** on June 8th and spoke to approximately 320 students about the Teen Summer Reading Program. They also talked about the process of getting a library card. Hollie and Vicki were invited to come back next year.

Hollie was interviewed by Tony Wittkowski of the Herald Palladium for a **feature about the Junior Friends program**. The article appeared in the Memorial Day issue on May 28th, 2018. Three of Hollie's teen volunteers were also interviewed for the article.

We have **36 volunteers** who will be helping with the Junior Friends program this year. Hollie will be training the volunteers on June 13th, 14th, and 15th. The Summer Reading Program will begin on June 18th.

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

Liz commented that it is nice to have a link to renew a book included as part of the courtesy notice a patron receives. Pauline commented that a trustee from another local library is impressed with our newsletter.

**NEXT MEETING:** July 17, 2018

**ADJOURNMENT:** 8:25 p.m.

Respectfully submitted,

Pauline Yost, Secretary