

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JULY 17, 2018

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

ABSENT: Vice President Linda Stocker, Trustee Jennifer Cowan

CALL TO ORDER: 6:30 p.m.

GUESTS: James Scarpone, Deb Christensen

APPROVAL OF THE MINUTES: Liz made a motion, supported by Megan, to approve the June 19, 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 18704-18741. Motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

Finance

James Scarpone presented the audit of the library for the fiscal year which ended March 31, 2018. The library is financially sound. Deb Christensen does an excellent job, and the books are in excellent order. Megan made a motion, supported by Liz, that the Board accept the audit report as presented by James Scarpone. The motion was unanimously carried.

Community and Government Relations

Megan gave an update from the "Yes for Lincoln Library."

Director's Report

July 2018

Director (Enget)

Job Descriptions Progress Update

- 5 Completed (Children's Librarian; Marketing/Outreach Specialist; Head of Youth Services; Library Associate/Librarian; Circulation Clerk)
- 3 Under Review (Cataloging Clerk; Technical Services Clerk; Head of Public Services)

- 3 Being Drafted (Administrative Assistant; Custodian; Page)

Mid Year Evaluations and Check Ins

At this time, my management team and I are in the process of carrying our first round of quarterly check-in conversations with our direct reports and conducting mid-year evaluations based on the new system we developed and introduced to the staff in February of this year. This process is allowing us to check in on staff's progress with their respective SMART goals, identify what adjustments or support is needed at this time to ensure successful completion, learn what helps staff to remain motivated and feel appreciated, and review workload ebb and flow.

Administrative Assistant (Christensen)

Boelcke Heating & AC did the post cottonwood season maintenance on the HVAC units. They are working to fix a humidity issue that involves an economizer on one of the units.

The annual fire extinguishers inspection has been done and needed maintenance completed.

We have received a \$1,000 grant from the Southwest Michigan Library Cooperative for collection development that I submitted for this fiscal year. We also receive a \$1,000 credit on our Freegal Music Service as a co-op member.

Public Services (Johnston)

The YMCA hosted nine of our patrons for our Beginning Weightlifting class on June 13. Brian participated in the program. A YMCA instructor taught patrons some exercise to help with strength training, and Brian heard several good comments about the program afterwards. Brian is hoping we can partner with the YMCA on programming more in the future, as they do offer many other exercise programs.

Twenty patrons came to the Card Making Workshop with Cindy Johnston on June 22. As is usually the case, patrons enjoyed the program. We handed out surveys, and everyone who responded chose "Agree" or "Strongly Agree" for each question. Cindy will be back for another program on August 16.

The Michigan Library Association Board approved the creation of the Adult Readers' Advisory Interest Group that Brian started earlier this year. The group will make recommendations to other library professionals throughout the state, with Brian focusing on self-published and mental health nonfiction. MLA has created an email list for the group and will also set up Google Docs files for participants to interact with each other.

Youth (Oxborrow)

Kevin Farris and his Infinite Possibilities Concert kicked off our 2018 Music Rocks! Summer Reading activities. He had a room full of grade schoolers up and dancing around with him as he told stories and taught them his original songs. Honor Credit Union kindly stepped in and allowed us to stretch our summer reading budget by sponsoring the concert. We hope to invite him to return in the future.

Ron the Bubbleman entertained over 200 patrons at our Bubbleology event on Monday, June 26 at 5:30PM. Ron gave tips on how to blow the best bubbles, how to use your hands as a bubble wand and even shared his favorite bubble recipe! He also shared simple science facts as he blew all types of

bubbles, large and small. With such a tremendous response, we will be sure to have Ron the Bubbleman return for future events.

Author Lynn Sanders presented a reading of her book, *Dancing with Tex* on Saturday, June 30th. It tells the story of Tex, one of the last remaining whooping cranes, and ornithologist George Archibald's successful attempt to save the species by dancing with her. Lynn is passionate about how everyone can make a difference in the world. She talked with the kids about her quest to be a writer. She even reached out to two local businesses, Sunsational Spas and Hot Tubs and Dune Grass Vacations, to act as sponsors so that each family attending the even could receive a free copy of her book. Due to their generosity we have quite a few copies of the book left. We hope to use it next spring for another event.

We are halfway through our 2018 summer reading challenge and have registered over 542 children ages 0-12. This is approximately 83% of last year's total when the numbers are adjusted to account for a drop in age range between the tween and teen programs. When given a choice between being label "tween" or a "teen", most 12-year-olds will pick "teen".

NEXT MEETING: September 18, 2018

ADJOURNMENT: 7:25 p.m.

Respectfully submitted,

Pauline Yost, Secretary