

**DRAFT**  
LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
DECEMBER 4, 2018

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

**CALL TO ORDER:** 6:33 p.m.

**ADDITIONS TO THE AGENDA:**

- i. Approval of the library closing dates needs to be placed under Operations and Staff
- ii. A proposal for negotiations will be placed under the President section

**APPROVAL OF MINUTES:** Liz made a motion, supported by Jenny, to approve the October 16, 2018 minutes. The motion passed with one member abstaining.

**APPROVAL OF TREASURER'S REPORT:** Pauline made a motion, supported by Liz, to approve the Treasurer's report for October 2018 with check numbers 18863-18917. The motion passed with one member abstaining.

**GOVERNANCE AND ADMINISTRATION**

**a. President**

- i. The nominating committee consisting of Diane and Liz presented the following slate of officers for 2019:

President	Linda Stocker
Vice-President	Megan Yore-Norbey
Secretary	Pauline Yost
Treasurer	Elizabeth Schiman

Liz made a motion, supported by Megan, to accept the committee's recommended slate of officers. The motion was unanimously carried.

- ii. The Board of Trustees 2019 meeting dates were presented. March will be our annual meeting.

- iii. Linda presented the proposal that Brian Mortimore has submitted to the board for the 2019 negotiations. The three phases and projected costs for each phase were presented. Linda made a motion, supported by Megan, to accept the negotiation proposal. The motion was unanimously carried.

**b. Community and Government Relations**

- i. Liz reported on the Friends of the Library meeting.

**c. Building, Landscape, and Technology**

- i. Pauline reported on the estimates received from Merritt Cieslak Design and Fishbeck, Thompson, Carr & Huber, Inc. (Frc&h). These are two of four architectural firms that the library has contacted to investigate future needs of our library. Bids from the other two firms are expected this month.

**d. Finance**

- i. Liz made a motion, supported by Jenny, that the tax money received from this fiscal year's tax assessment is committed for next year's use. This is GASB 54. The motion was unanimously carried.

**e. Strategic Planning**

- i. Jessica summarized the potential contract with Foster-Swift to have an attorney on retainer. Megan made a motion, supported by Linda, that we accept the attorney on retainer proposal as presented. The motion was unanimously carried.

**f. Operations and Staff**

- i. Linda presented the Director's Review to the Board. She summarized the staff and board comments. Jessica and the Board will receive a copy of the final review. Linda made a motion, supported by Megan, that Jessica receive a 4.5% increase to be effective on the anniversary date of Jessica's hiring of September 17, 2017. The increase will be retroactive to September 17, 2018. The motion was unanimously carried.
- ii. Jessica gave the board a copy of library policies for Section 6-Personnel and the Appendix. She is requesting that the board contact her with any concerns, ideas and/or comments by December 31, 2018.
- iii. There was discussion on two policy requests from the staff. The first concern is what should be done if one or more CDs are damaged that are part of a set. After discussion, the board decided that that full cost of the set should be charged. For now, the staff will deal with this issue on a one-to-one basis. Jessica will continue to work on this issue. The second concern is our flag policy. Since we don't have lighting to keep the flag up all the time, someone needs to take it down daily. Further investigation will be done as to the cost of lighting the flag at night. This is a project the board would like to see completed once a source of funds is found.
- iv. The date of the library closings has been approved by the union. Liz made a motion, supported by Megan, to accept the final draft of the library closings for 2019. The motion was unanimously carried.

## Director's Report

NOVEMBER 2018

## **Director (Enget)**

### **Year-End Evaluations**

We have started our end-of-year annual review processes. Team Member Performance Evaluation Forms were distributed to all team members for them to complete their self-evaluations. Completed self-evaluations are due to Team Leaders/Immediate Supervisors by end of day November 30<sup>th</sup>. Team Leaders are also working on completing evaluations of their direct reports. The two components will be merged together into one full evaluation. Each team member will meet with their immediate supervisor to go over the full report and dialogue on successes, opportunities, and potential goals and next steps for the following year.

### **Staffing Level**

As of Dec 3<sup>rd</sup>, when we have our next new hire start, the library will be operating at normal staff levels for the first time since I've been here. It's been a year-long process filling two full-time (one of them being management), 4 part-time, and 3 page positions.

### **Architect Walkthroughs**

Throughout the month of November, the Facilities Committee and I have welcomed four Architect firms to meet with us and walk through our library with the goal of collecting information and bids for potential Phase I proposals for interior remodeling/renovation. Alongside a firm local to our service area, we approached three other Michigan-based firms based on recommendations from other libraries that have had their own successful renovation projects.

## **Administrative Assistant (Christensen)**

I coordinated our annual on-site staff flu shot clinic with Lakeland Health for interested staff members.

Midwest Glass adjusted the closing, or swing speed, on many of our door closures to put them back at user friendly settings.

We had 65 incandescent lightbulbs in the library that I replaced with LED bulbs. It is estimated that this will save us 17,087 kWh and approximately \$2,220 annually. To help pay for this project, I applied for an incentive rebate from Indiana Michigan Power and have received a check for \$655.

## **Public Services (Johnston)**

Brian attended the MLA Conference in Novi from October 17-19. He attended a total of eleven sessions and came away with some ideas to implement at LTPL. Among those he will make a high priority include a local authors collection, a dementia care package for checkout, and a physical health initiative. Brian also learned about special needs story time and plans to share his knowledge with the children's department.

The first ever Southwest Michigan Writers' Conference took place on October 27. Niles District Library hosted 67 patrons, as well as 11 speakers (including Brian) and several vendors. LTPL was one of six libraries that helped to put on the event. Brian collected post-conference surveys to get ideas for ways to make the next conference better.

Brian is wrapping up his SMART goals for the year. For his self-publishing study, he has finished his paper and submitted it to three publications in hopes of getting it published. For his mental health initiative, he has selected materials for purchase for the nonfiction collection, scheduled a program every newsletter cycle this year, and created his display which is currently in the newspaper reading area. Once he has ordered all the books, Brian plans to make a brochure for the public.

### **Youth (Oxborrow)**

Music and Movement on Tuesdays, Wednesdays and Fridays has been a big hit for children of all ages and their caregivers! Our average attendance has been over 50 people per session.

Our Mission Control Launchpad Petting Zoo was the perfect chance to highlight our new Launchpad tablets preloaded with educational games for ages 3 - 8 years. We made rockets, played with Ozobots and let children try and checkout the Launchpads. They are circulating like crazy!

We partnered with local organization One World to present Holidays and Traditions Around the World on Saturday, Nov. 17. We estimate that over 200 people joined us for live performances, storytelling and crafts!

### **Marketing/Outreach Highlights (Pasek)**

A LTPL patron visited the library recently and I helped her find some items. We got on the topic of where she works—Crown Pointe. She mentioned that her guests enjoy reading and plan on starting a book club next month. I informed her of our Book Club to Go Kits—she loved them and plans on using them! I also gave her a Doorstep Program folder (recently made to hand out) and shared some information about the program. She has to share it with her supervisor, but she believes she will definitely approve! Will keep in touch with her...

I have recently been assigned the task of creating fun and exciting displays for the adult section. A 2019 display overview has been created and some display materials plan to be ordered off Demco.

I started placing the Happy or Not machine near the exit of events the programmers have selected. I send them the results the day after. So far, the results have been very positive!

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

Liz noted that the St. Joseph library uses e-mail to share news and information. She felt it would benefit our library if we could use this for our library. It would allow the library to communicate to our patrons in a timely manner.

Linda noted that the board needs to make committee assignments. This will be discussed in January.

**NEXT MEETING:** January 15, 2019

**ADJOURNMENT:** 8:06 p.m.

Respectfully submitted,

Pauline Yost, Secretary