

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
OCTOBER 16, 2018

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

ABSENT: President Diane Nye, Trustee Megan Yore-Norbey

CALL TO ORDER: 6:30 p.m.

APPROVAL OF MINUTES: Jenny made a motion, supported by Pauline, to approve the September 18, 2018 minutes. Motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Liz, to approve the Treasurer's report for September 2018 with check numbers 18829-18862. Motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Pauline made a motion, supported by Jenny, to appoint Diane and Liz to the nominating committee to determine the officers and committee members for the next two (2) years. The motion was unanimously carried.

b. Building, Landscape, and Technology

- i. Pauline reported that the committee had contacted three (3) architectural firms to assess the future needs of our library.

c. Finance

- i. Jessica presented the tax request form from Lincoln Township. No action is needed at this time.
- ii. The quarterly finance reforecast indicates that an adjustment needs to be made for the newsletter costs. A new budget will be amended to reflect this change.

d. Strategic Planning

- i. On October 12, 2018, several of our board members and Jessica met with Dave Medema to look at our Year 1 End Review. Our performance is in the top 10% of organizations he has worked with. The board should consider any additions to the current strategic plan
- ii. Discussion will be continued on considering a having an attorney on retainer.

e. Operations and Staff

Director's Review

i. The director's evaluation/review is aligned with staff reviews. The one year review is in progress.

Holidays and Closures

ii. Liz made a motion, seconded by Jenny, to accept the 2019 library closing dates draft to be presented to the union for their approval. The motion was unanimously carried.

Dental Rollover for Director

iii. Liz moved, seconded by Pauline, that Jessica be allowed to rollover her dental benefits for 2018 to 2019. The motion was unanimously carried.

Director's Report

October 2018

Director (Enget)

Increased Circulation

Part of preparing for monthly township meetings is reporting on our circulation stats for the prior month. Once in a while, it's helpful to get some perspective through comparison. I was very proud to report to our townships this month that our Year-To-Date total (Jan-Sep) circulations is up by 8,688 from last year's YTD!

Going one step further, I was curious to know the number of circulations our library team has handled during my first year here as Director, and compare it to the year prior. Our team has so much to be proud of!

| Year to Date Comparison | |
|--------------------------------------|---------|
| January 1, 2017 – September 30, 2017 | 146,160 |
| January 1, 2018 – September 30, 2018 | 154,848 |
| <i>increase</i> | 8,688 |
| | |
| One Year Comparison | |

| | |
|--------------------------------------|---------|
| October 1, 2016 – September 30, 2017 | 187,877 |
| October 1, 2017 – September 30, 2018 | 198,041 |
| <i>increase</i> | 10,164 |

MeL Presentation

On Thursday and Friday October 11-12, I represented the library at a teacher’s conference hosted at St. Pauls Lutheran School. I presented duplicate sessions on the free e-resources available through MeL for educators and students. As there are so many to choose from, it was an overview of the updated slate of databases that became available on October 1st, touching on common features available to educators to help them build or supplement lesson plans, as well as an overview of databases available at various grade levels.

Year One Review

The following are what I’m most proud of for my first year here at Lincoln:

- Creating a positive and engaging work **environment** for my staff team
- Improved **communication** between departments and staff
- Roll out of the **Strategic Plan** (accomplishing 10 goals with another 9 in progress)
- Winning a **millage**
- Securing **eRate** funding to upgrade our wireless network
- **Hiring 8** new team members
- Establishing a new **evaluation** system

Administrative Assistant (Christensen)

- Boelcke’s did the winter prep preventative maintenance service for our HVAC units; they replaced one igniter.
- Automatic Door Service did the general preventative maintenance service for our front entrance doors; only adjustments and a minor repair were required.
- Doubleday Office Products installed shelving along the walls in the check-in area; and, in a store room off of the Lawrence room.

Public Services (Johnston)

On September 17, we hosted 14 patrons for Brian's CreateSpace class. Several patrons requested that Brian run this class after he did his How to Publish Your Book program earlier this year. Topics included guides for creating an interior, instructions on designing a cover, marketing, royalties, and publishing an e-book through Kindle Direct Publishing.

On October 2, we hosted 12 patrons for Brian's eBay class. Brian has a lot of experience buying and selling on eBay, especially with sports cards. Topics included creating an account, searching for items, placing bids, shipping and receiving items, posting items for sale, leaving feedback, and avoiding scams.

We have recently hired three new pages: Joseph Halcombe, Lane Vitek, and Madison Poplawski. Brian has been working on an updated page training handout which includes shelving rules and instructions for checking drops in the evening.

Youth (Oxborrow)

Local teens tried out the library's latest game system, the Nintendo Switch, on September 26th. Sixteen people were in attendance, and the teens were a great help in setting up our first Mario Kart 8 Deluxe tournament, which took place on September 29th. Seventeen people attended the tournament, and Vicki and Hollie received several positive comments about the new game system and the tournament. After the tournament, the parent of one of the competitors, Hollie, and Vicki had fun challenging the tournament winner, Mikey, to a Mario Kart race.

We had 21 enthusiastic Lego artists (grades K-5) and their family members attend September's Lego Bricks Club meeting. Their works are on display in the children's department above the Beginning Reader section until we meet again on October 30.

Family Story Times continue to be popular with our patrons, with over 500 children and their caregivers attending during the month of September. Story times will continue through the end of October and will return in January. We're excited to offer our new Music & Movement program for this age group which will run through November and early December!

Marketing/Outreach Highlights (Pasek)

We selected Xpress Printing to print the newsletter and Lakeland Health to print the annual report. The annual report for fiscal year 2017-2018 is complete and was ordered on Monday, October 8th. Expect a copy of one in each of your mailboxes.

All marketing tactics will/should be centralized to the Marketing and Adult Outreach Specialist by January 1st, 2018. Some departments have already given Jessica the go ahead to take over all marketing tactics.

The newly designed Winter Newsletter is complete and scheduled to be mailed out October 30-31st.
FOR THE GOOD OF THE LIBRARY

The 2017/18 annual report was presented.

An updated organizational charts was given to each board member.

NEXT MEETING: December 4, 2018

ADJOURNMENT: 7:29 p.m.

Respectfully submitted,

Pauline Yost secretary

