

DRAFT
LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JANUARY 15, 2019

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

CALL TO ORDER: 6:38 p.m.

ADDITIONS TO THE AGENDA:

- i. President's term
- ii. Financial institution resolution

APPROVAL OF MINUTES: Diane made a motion, supported by Megan, to approve the December 4, 2018 minutes. The motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Liz, to approve the Treasurer's report for December 2018 with check numbers 18918 to 18985. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. **President**

- ii. Linda presented the board with the subcommittee assignments for the next two years. Jenny made a motion, supported by Megan, to accept the subcommittee assignments. The motion was unanimously carried.
- iii. Lincoln Township Public Library by-laws state the term of the president is two years. The Board recognizes that Diane Nye served her two year term from December 2016 to December 2018. Linda Stocker is the new board president as of December 5, 2018. Linda will serve as president for the next two years effective December 5, 2018, as reflected in the December 4, 2018 minutes. Diane made a motion, supported by Liz, to accept this clarification of the by-laws. The motion was unanimously carried.

b. **Community and Government Relations**

- i. Jessica explained to the board about an opportunity to partner with the Berrien Immigrant Solidarity Network. This organization is a non-partisan group that wants to educate the community concerning immigration issues. Jessica feels that this would be a good partnership for the library. Following some discussion, the board supports this idea of a partnership.

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

i. Pauline gave the board an update of the architect proposals that have been received.

d. Finance

i. Liz reported that everything is on track with the third quarter financial report.

ii. Megan made a motion, supported by Pauline, to accept the proposed revisions to the budget. The motion was unanimously carried.

iii. Liz presented a list of the financial institutions that may be depositories for library funds as of December 31, 2018. Pauline made a motion, supported by Diane, to approve the resolution approving these financial institutions. The motion was unanimously carried.

e. Strategic Planning

i. A proposal submitted by Dave Medema was presented to the board. It would include a review of current goals along with reviewing the rest of the plan's goals including the action plan of those goals. Megan made a motion, supported by Jenny, to approve this proposal which will start in April. The motion was unanimously carried.

f. Operations and Staff

i. The revisions and changes to Section 6: Personnel were presented to the Board. Diane made a motion, supported by Megan, to accept the revisions to Section 6. The motion was unanimously carried/

ii. Discussion followed on the Policy Appendix. Parts IV and V are already addressed in Section 5 of the Policy. Liz made a motion, supported by Pauline, that the board approve Sections I, II, and III of the Appendix. The motion was unanimously carried.

iii. Revisions to the LTPL Policy. 2.6 were discussed. Megan made a motion, supported by Jenny, to accept the proposed revision of Policy 2.6. The motions was unanimously carried.

Director's Report

January 2019

Director (Enget)

Community Connections

In December, I was re-elected to the **Baroda Area Business Association (BABA)** Board, but this year I will not be serving as Secretary, but as president.

Also in December, I attended a **Lakeshore Chamber** Member Meeting and participated in discussion about member interests, concerns, feedback, and questions. There are some opportunities where the library can partner with area business:

- to be a platform for, to host and/or provide professional development sessions for area business employees;

- to provide an updated collection of small business resources, including those relevant to starting a business;
- and potential collaboration in developing and/or distributing community information in a balance of print and digital formats.

Happy or Not Machine

Be on the lookout for new, more specific questions to be launched at the Happy or Not Machine! Rotating each week, we will be asking our community about the friendliness of the staff, if patrons were greeted, how well patrons were able to locate what you were looking for, if they were offered/provided assistance, and to rate the cleanliness of our building. Just as before, our goal is to identify trends or patterns by repeating these targeted questions over the next couple months to help identify specific ways we can improve our patron experience in the library.

I also understand at one time our library had a suggestion box. This is another component that we are bringing back so patrons will have an additional way to communicate their thoughts and experiences with us.

Happy or Not Feedback Report

	Responses	Very Positive	Positive	Negative	Very Negative	Overall
September*	737	86%	7%	3%	4%	93%
October	1,095	92%	5%	2%	1%	97%
November	1,215	89%	6%	2%	3%	95%
December	1,019	91%	6%	1%	2%	97%
Total/Avg	4,066	90%	6%	2%	3%	96% AVG
		Avg	Avg	Avg	Avg	

** Happy or Not was not launched with the public until mid-September. Prior to that, the machine was in the back staff area and subjected to a variety of test responses in order to match test activity to understand reporting results (to account for lower response count and rating).*

End of Year Circulation Statistics

	2018	2017	Change
Baroda Township	13,859	13,974	- 115
Lincoln Township	112,762	110,997	+ 1,765
Royalton Township	26,369	25,580	+ 789
All Borrowers	200,140	189,353	+ 10,787

Administrative Assistant (Christensen)

IBID Electric replaced various light ballasts, inspected the emergency lights and exit signs and replaced needed battery packs, and used their bucket truck to replace two parking lot light bulbs.

Boelcke Heating & AC replaced a thermostat in the main entry. The timing worked out well that we had heat back in the area so that Third Coast Painting could repair the wall where the vinyl letters had been removed and repaint the entire room as scheduled.

New Image did a periodic carpet cleaning of heavy traffic lanes over the Thanksgiving Day holiday weekend.

Public Services (Johnston)

Brian drew 22 patrons for his eBay class on December 19. A big reason we had a good turnout was because the Herald Palladium printed an announcement about it several days before.

Brian and Jessie created folders for The Willows and Pine Ridge assisted living facilities that include information on the Doorstep program. The folders also include registration cards for new patrons. Those facilities agreed to hand them out to new residents.

As of January 9th, 49 patrons have signed up for Winter Reading, already matching last year's total.

Youth (Oxborrow)

T.A.B. members donated time this month to unlock characters for our upcoming Super Smash Bros. Tournament at the end of January. They're having a blast using our new Nintendo Switch gaming systems! Miss Hollie anticipates great attendance at the upcoming event.

Almost 50 of our little patrons (and even one adult!) took the opportunity to write a letter to Santa to be placed in our special Santa mailbox this month, complete with jingle bells. We'll definitely be bringing it back out next Christmas season!

Story Time with Santa was a big hit with 161 children and adults attending. The event was structured like an open house for more flexibility and to accommodate higher numbers. Patrons could go room to room and enjoy songs and stories with Miss Melissa, crafting fun with Miss Mary Ann and a visit with Santa Claus himself! We appreciate our long-time patron Steve Jewell for volunteering his Santa services.

Marketing/Outreach Highlights (Pasek)

Attended the Baroda Christmas in the Village with Jessica and helped kids of all ages make an elf hat. We gave out a total of 76 hats. It was a blast!

Attended the Chamber of Commerce Open House with Jessica and met many new people within the community! I look forward to being an active member.

I had my first mid-year review and came out feeling positive and motivated. New year = new goals!

g. Director's Report

Linda complemented Jessica on the presentation of her Director's Report. It is informative, precise and helpful. It also includes individual reports from each member of the management team.

BOARD ACTION ON PLANNING ACTIVITIES

In February, Megan will be presenting the updated marketing plan. Liz will be presenting the preliminary budget for next year.

FOR THE GOOD OF THE LIBRARY

Linda, Liz, and Pauline noted that several bankers we worked with today have wonderful memories of attending the summer reading program at Lincoln Township Public Library when they were younger.

NEXT MEETING: February 19, 2019

ADJOURNMENT: 7:50 p.m.

Respectfully submitted,
Pauline Yost, Secretary