

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
FEBRUARY 20, 2019

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

ABSENT: Treasurer Elizabeth Schiman, Trustee Diane Nye

GUESTS: Fran Richards

CALL TO ORDER: 6:30 p.m.

PUBLIC COMMENTS: Fran Richards would like the LTPL Board to reconsider their current policy on fines. She is concerned about senior citizens who may not have computers to receive reminders and busy parents who may not make returning books a top priority. She suggested the library have volunteers call patrons who don't have access to computers. She does understand the need for fines on electronics, but would like the Board to reconsider the current fines on books. Jessica will get back to her after looking into the situation.

ADDITIONS TO THE AGENDA: The special board meeting minutes of January 24, 2019 need to be added.

Megan made a motion, supported by Jenny, to approved the agenda. The motion was unanimously carried.

APPROVAL OF MINUTES: Jenny made a motion, supported by Pauline, to approve the January 15, 2019 minutes. The motion was unanimously carried.

Megan made a motion, supported by Pauline, to approve the special board minutes of January 24, 2019. The motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Jenny, to approve the Treasurer's report for January 2019 with check numbers 18986 to 19032. The motion was unanimously carried.

CORRESPONDENCE: Jessica received a voice mail on February 12, 2019. A patron had a complaint about the Anti-Valentine's party. Jessica contacted the individual thanking her for her feedback. She explained to the patron that the party theme was created by the Teen Advisory Board. These concerns will be addressed before next year's party.

GOVERNANCE AND ADMINISTRATION

a. President

1. Jessica presented to the board a packet of board training opportunities. Jessica has a sign-in to the ALA for board members to use.

b. Community and Government Relations

- i. Jessica reported on the library service contracts. Baroda likes the the contract and is glad to be part of Lincoln Township Public Library. Royalton has submitted their ballot language. They also approve of the library service contract.

c. Building, Landscape, and Technology

d. Finance

- i. The budget proposal for 2019/2020 was presented to the board. Some discussion followed. The final vote on the proposal will be at the March meeting.
- ii. Megan discussed banking services. Jessica will be requesting a Request for Proposal (RFP) from each of the banking institutions we currently use. We will use this information to help determine the best way to invest our funds.

e. Strategic Planning

- i. The Year 2 Strategic Planning Kick-off Meeting is tentatively scheduled for April 8, 2019 with Dave Medema.
- ii. Megan presented the marketing update. She presented several prototypes for a new logo for the library. The choice of colors, fonts, etc. also needs to be determined. Megan, Jessica, and several staff members are part of the marketing team.

g. Director's Report

Director's Report

FEBRUARY 2019

Director (Enget)

Library Services Contract Renewal

This month I worked with both Royalton and Baroda townships on renewal of their library service contracts to continue services for their residents.

Generous Donation Received

Al and Sue Pscholka, in honor of their granddaughter, Rosie Rhodes, have made a very generous donation to our library. The funds are to be used toward Rosetta's House and the Children's Department, reflecting Rosie's own enjoyment of 'play and learn' experiences here at our library with her family. The donation will be recognized on the library's Donor Plaque. A special thank you letter including the signatures of our whole youth staff team was sent to the Pscholka's.

Inclement Weather Closings

With the unprecedented weather situation our local area and state experienced during the last week of January, it provided an opportunity to clarify procedures and protocol. In the interest of preserving the safety of our staff team and local community, we identified variables that would result in an immediate decision to close the library, such as:

- Travel warnings issued by Berrien County Road Department and the US National Weather Service (for Grand Rapids and Northern Indiana)
- Declaration and duration of state of emergency due to weather conditions
- Actual or Windchill temperatures of -15* or lower
- Closure of County offices

In the absence of these clearly defined variables, there are a number of factors that are taken into consideration before making a call to close the library early or for a full day. In those instances I initiate communication with the board, and consult with news resources and relevant nearby community organizations (including neighboring libraries) to inform a decision.

Administrative Assistant (Christensen)

The Lincoln Charter Township Fire Department did an inspection of the library; we had four additional fire extinguishers installed as they recommended.

American Security Alarm performed several updates to our security systems.

We purchased an upright scrubber for cleaning hard floor surfaces. The new machine is compact for cleaning small areas effectively and the scrub and dry feature means quicker access to cleaned areas. It also creates a more sanitary environment as it removes dirt and water instead of spreading it around as when using the traditional mop and bucket method of cleaning.

Public Services (Johnston)

Brian has submitted applications for two grants: the Heart of Cook Grant from the Berrien Community Foundation and the Michigan Center for the Book Mini-grant. Registration is still open for both, so we have yet to hear back from either.

Monthly Circulation Department meetings have resumed with a new format this month. It was a great forum for employees to bring up questions and concerns regarding the front desk. Brian also reviewed a few policies and procedures, and had the staff team reflect and discuss how their jobs at the front desk uphold and support the library's mission statement.

As of the first full week of February, 66 patrons have signed up for this year's Adult Winter Reading Program, *Hot Reads for Cold Nights*. That's up from 49 signups last year!

Youth (Oxborrow)

In January we successfully launched our Tots and Toddlers Program with Miss Peggy for babies 0-18 months with their caregivers. The program is made up of songs, finger plays, bounces, and a story. Children enjoy a positive library experience during the program and afterward during playtime. Caregivers have time to socialize and interact, and have mentioned how much they enjoy having a place to play with their little ones.

Our Super Smash Bros. Ultimate Tournament on January 26th was a big hit! We had several requests for more tournaments during the event. Twenty-four teens competed and sixteen people cheered them on. It was wonderful to see the competitors root for each other, and one teen even said (after he was eliminated) that this was a really fun tournament!

January was the perfect time to put our heads together to develop some new programs for our school-age children. Mr. Brandon will be presenting a new book club for tweens (grades 4-6) in April called Books and Beyond that will feature hands-on STEAM activities paired with great reads. We're hoping to draw the interest of those that might be intimidated by a more traditional book club. We'll also be featuring an event in March for children (K – grade 5) called Tech Time, an opportunity for them to flex their tech muscles with Ozobots, Little Bits, Snap Circuits, and other tech toys!

Marketing/Outreach Highlights (Pasek)

We had 49 patrons sign up for the Winter Reading Program as of January 9th, already matching last year's total. As of February 9th, we have a total of 68 signed up. I believe it's due to the increased marketing! We started putting quarter sheets with information into each patrons' books 2-3 weeks before registration opened.

We held a Fandom Fest Coloring contest for children 14 and under for the month of January. There were 40 submissions and a winner will be chosen soon! We plan on hanging up every submission from each library at Fandom Fest on April 6th.

I have been researching two Demco Software Products (SignUp and Spaces) that would replace EventKeeper (used for program registration) and our meeting room book located at the circulation desk. These products could help staff save time, see results, and have the ability to measure impact. More info to come....

FOR THE GOOD OF THE LIBRARY

- a. The annual meeting will be March 19, 2019.
- b. There are new additions to the Freedom of Information Act (FOIA). Jessica will add them to our current policy. We will address them at our April meeting.

NEXT MEETING: March 19, 2019

ADJOURNMENT: 7:15 p.m.

Respectfully submitted,
Pauline Yost, Secretary