

**DRAFT**  
LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
MARCH 19, 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:** 6:30 p.m.

**ADDITIONS TO AGENDA:**

1. Move the proposed budget for the fiscal year 2019-2020 to the annual meeting
2. Add the revised budget for the fiscal year 2018-2019 under Finances

Megan made a motion, supported by Diane, that the board move to our annual meeting. The motion was unanimously carried.

**ANNUAL MEETING**

Pauline made a motion, supported by Megan, to accept the proposed budget for the fiscal year 2019-2020. The motion was unanimously carried.

Liz made a motion, supported by Pauline, to close our annual meeting and return to our regular meeting. The motion was unanimously carried.

**APPROVAL OF MINUTES:** Megan made a motion, supported by Diane, to approve the February 20, 2019 minutes. Motion was unanimously carried.

**APPROVAL OF TREASURER'S REPORT:** Pauline made a motion, supported by Jenny, to approve the Treasurer's report for February 2019 with check numbers 19033 to 19073. The motion was unanimously carried.

**GOVERNANCE AND ADMINISTRATION**

a. **President**

b. **Community and Government Relations**

- i. The Friends annual meeting will be March 28, 2019 at 4 p.m.
- ii. Liz and Pauline reported on the last Friends meeting. The Friends are donating \$7,500 to summer reading program. If the board knows of any local business that would be willing to contribute money or services towards the summer reading program, let Jessica know.

c. **Building Landscape, and Technology**

- i. Jessica reported on the ADA (American Disabilities Act) walk-through conducted with Paul Ecklund. Overall the library is in compliance. She noted several suggestions he made.

**d. Finance**

- i. Liz made a motion, supported by Pauline, that the board retain Scarpone & Company, P.C. to do our audit for the fiscal year 2018-2019. The motion was unanimously carried.
- ii. A revised budget for the current fiscal year of 2018-2019 was presented. Liz made a motion, supported by Megan, to approve the revised budget. The motion was unanimously carried.

**e. Strategic Planning**

- i. The Strategic Planning Year Two meeting will be held on April 8, 2019 from 9 a.m. to 3 p.m. This meeting will be with Dave Medema.
- ii. Megan and Jessica presented examples of the proposed new library logos that have been created by the marketing committee.

**f. Operations and Staff**

- i. Jessica explained the rationale behind the proposed Organization Library Card. Megan made a motion, supported by Diane, to accept the Organization Library Card. The motion was unanimously carried

Megan made a motion, supported by Liz, that the addition of the Organization Library Card be added to the current board policy 2.1/Patron Card Policy. The motion was unanimously carried.

# Director's Report

*March 2019*

## **Director (Enget)**

### **Program Production**

Last year, I asked my team leaders to look for ways to cut back on programming as part of the process of recalibrating workloads and priorities, and to make room for new program development. Though we reduced the number of programs from 646 in 2017 to 481 in 2018, in continuing to listen and observe, I still had some concern and got curious about other libraries. We sent out an email to our statewide library email listserv and asked specific questions about their program loads. From the responses, we pulled 5 examples of comparable libraries – similar in class size and number of staff dedicated to programming. I determined the average number of programs an individual librarian will carry out in one year based on their info. On average at other libraries, each person produces 34-55 programs a year. Each of our staff programming staff team produce over 90 a year. We have an INCREDIBLE team!

### **Staff Development Day**

Our library will be closed for staff in-service day on Thursday, May 23<sup>rd</sup>. We have invited a guest speaker and Professional Presence Trainer Patty Buccellato of Refined Images to lead the first half of our day. The purpose of her program is to develop and deliver relevant and timely training to support the desired “Helpful, Friendly, and Kind” team brand within LTPL. Training will instill team members with relevant knowledge, skills, and tools to support individual impression management goals, while upholding a positive brand message for the Library as a whole.

### **Preparation for Technology Upgrades**

Vicki, Brian, and I are working together to develop and coordinate training opportunities in Windows 10 software to prepare our staff team for when we upgrade the public access computers. The upgrade is being planned for this fall after summer reading thanks to the approved millage that recaptured funds from the headlee rollback. We are also planning to update a batch of 4 staff computers this year and each year over a 4 year cycle per our Strategic Technology Plan.

### **Administrative Assistant (Christensen)**

At our quarterly inspection, Boelcke Heating & AC found that we needed a new inducer motor and igniter on one of our Trane units and they have completed this work.

We had a roof leak over a Quiet Reading room that Garey Roofing promptly fixed. They also removed loose walkway material while they were on the roof.

Michael’s Lock Service fixed the back entrance door lock since some staff members were having difficulty using their keys to get into the building.

### **Public Services (Johnston)**

Brian has submitted a proposal to the Michigan Library Association to present on his self-publishing project from last year at their annual conference in October. He should hear a response by May.

Brian has applied for two additional grants. One was the Public Library Services Grant through Michigan's Library Services and Technology Act, which he would like to use to fund his Alzheimer's Checkout Kits that he has been developing. The other was the Upton Foundation Grant, which he is seeking to fund the Southwest Michigan Writers' Conference in October. He is waiting for a response from both.

The Adult Winter Reading Program has finished for this year. We saw 70 people sign up and 35 finish the program by completing five of the ten "tasks" from the patron handout. We gave out chocolate bars and coffee mugs to everyone who finished, while we drew six grand prize winners who received an Amazon gift card.

### **Youth (Oxborrow)**

Tots and Toddlers proved so popular that we opened a second session on Thursdays at 11AM starting mid-February. We were able to move everyone on our waiting list into the program and have already filled the second slot. This program is for babies 0-18 months and their caregivers. Miss Peggy leads them in songs, finger plays, bounces, and a story with playtime and socializing afterward.

Our Adulting 101 class on February 20 brought in new teens and some great discussion! Our topic was moving out on your own, including budgeting and finding a place to live. We meet again in April to discuss laundry and general cleaning. Adulting 101 is a wonderful resource for teens to learn and practice important life skills.

Our newest Youth Services member, Brandon Pratt, has jumped into programming and is now overseeing Library Book Hounds and LEGO Bricks Club. He is also working with Melissa on a special Tech Time event in March for K – 5th graders and their families, and will be introducing a new book club in April for tweens called Books and Beyond, featuring STEAM activities paired with fabulous books. We're excited for our patrons to benefit from his fresh ideas!

### **Marketing (Pasek)**

The first monthly e-newsletter was sent out March 1st. We used to send out an email of a PDF of the newest newsletter. The overall response was positive!

I attended a webinar on Social Media and Diversity. The speaker was from The Indianapolis Public Library. She spoke about cultural sensitivity, two-dimensional diversity, and how to address different biases in various marketing channels.

We had a demo of the Demco software products (SignUp and Spaces) that we're interested in. There was a VERY positive response from the staff members who attended! We're still looking at other options.

### **BOARD ACTIONS ON PLANNING ACTIVITIES**

After some discussion, the board has agreed to meet on Tuesday, March 26, 2019 at 6 p.m. to discuss the proposed library contract with Brian Mortimore.

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

Linda shared with the board how much the township boards of Lincoln, Royalton, and Baroda appreciate working with Jessica. Jessica then shared her presentation to the boards describing her first year as the director of our library

Pauline shared how a former resident of Lincoln Township misses this library and its services.

**ADJOURNMENT:** 7:40 p.m.

Next meeting is April 16, 2019 at 6:30 p.m.

Respectfully submitted.

Pauline Yost, Secretary

