

LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
APRIL 16, 2019

**PRESENT:** President Linda Stocker, Treasurer Elizabeth Schiman, Secretary Pauline Yost, Trustee Jennifer Cowan, Trustee Diane Nye (arrived 6:55 p.m.), Director Jessica Enget

**ABSENT:** Vice President Megan Yore-Norbey

**CALL TO ORDER:** 6:35 p.m.

**ADDITIONS TO THE AGENDA:**

1. Approve three sets of minutes (regular board meeting March 19, 2019, special board meeting March 29, 2019, closed special board meeting March 29, 2019)
2. Add check numbers 19074-19115 to the Treasurer's report
3. Under President, sign labor agreement between Lincoln Township Public Library and the union

**APPROVAL OF MINUTES:**

1. Liz made a motion, supported by Pauline, to approve the March 19, 2019 regular board minutes. The motion was unanimously carried.
2. Jenny made a motion, supported by Liz, to approve the March 29, 2019 special board meeting. The motion was unanimously carried.
3. Liz made a motion, supported by Pauline, to approve the March 29, 2019 closed special board meeting. The motion was unanimously carried.

**APPROVAL OF TREASURER'S REPORT:** Pauline made a motion, supported by Jenny, to approve the Treasurer's report for March 2019 with check numbers 19074-19115. The motion was unanimously carried.

**GOVERNANCE AND ADMINISTRATION**

**a. President**

- i. Linda, Pauline and Jessica signed the ratified contract between Lincoln Township Public Library and the union.

**b. Community and Government Relations**

i. **Stevensville Village Council**

Jessica attended the Stevensville Village Council meeting. The council is investigating changing their status from a village to a city. Jessica gave them information about continuing library services through establishing a contract if their status does change. Jessica intends to attend their monthly meetings in order to report to community boards.

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

- i. The committee consisting of Jessica, Jenny and Pauline has done walk-throughs with four architectural firms. The purpose of these meetings was to assess the feasibility of updating the look of our library to best utilize the space that is currently available. The committee reviewed these bids of proposal. After considering these bids, the committee has presented packets of information on the top two choices to the board for further consideration. The board needs to review these packets with the hope of choosing a firm at our next meeting.

d. **Finance**

e. **Strategic Planning**

- i. Jessica presented to the board the draft of the LTPL Technology Acquisitions Plan timeline. Each year funding needs to be allotted for emerging technology and addressing situations when problems occur. She also presented to the board a draft of the Staff-Level Disaster Plan which outlines standard operating procedures for a list of potential building issues that could occur. This draft is in two parts to address both the technology and facilities standard operating procedures. It includes the service, what to do, and who to contact for each situation.
- ii. Jessica also gave an overview of the recent Strategic Planning- Year 2 Planning Session. Four staff members and two board members attended the full-day session with facilitator Dave Medema. Further information will be presented when the document is proofread and finalized.

f. **Operations and Staff**

- i. The revised FOIA policy will be presented at the May meeting.

# Director's Report

APRIL 2019

## **Director (Enget)**

### **SMLC Technology Workshop**

#### *Professional and Industry Technical Knowledge*

There is a free, full-day conference in VanBuren on April 30<sup>th</sup> I am planning to attend with our Tech Services Associate. My goal is to return with relevant information that will help guide our practices and projects for: security systems and planning; equity of access to materials and services; and technology outreach programs.

### **Retiring “Date Due” Stamping**

#### *Communication & Customer Service*

Will be retired May 1<sup>st</sup> ahead of Summer Reading. The act of stamping “Date Due” may hold some charm and nostalgia for our users, but the process can be clumsy and slow down our check-out experience for patrons – especially for those that may be checking out a larger set of materials. This is especially felt during the very busy time of Summer Reading, which is why we are retiring the step before the summer hits. We do have the capability of printing out check-out receipts for patrons, or having the list of checkouts emailed to a patron’s account. We will be making an extra effort to encourage and practice these options leading up to retiring the stamp.

### **What’s Bugging You**

#### *Communication & Customer Service*

As part of our continued effort to strengthen communication rapport between the staff team and leadership, we set up a “What’s Bugging You” suggestion box in the breakroom. For staff members that may feel uncomfortable directly conversing have an option to share an issue or concern needing resolution, with options to remain anonymous or request a private follow up. There is also a space asking what resolution would look like for them. The box is checked on a weekly basis and slips are reviewed by the management team as a whole to determine the best solution, next action steps, and follow-up, taking into consideration the writer’s requests. As an added point of accountability, the management team will be providing a brief report to the staff at our in-service day providing an overview of the different types of questions or issues that came up and what was able to be successfully resolved, or provide a “why” to any matters that could not be.

## **Administrative Assistant (Christensen)**

Boelcke Heating & AC has done the spring start-up maintenance of our HVAC system.

Garey Roofing promptly fixed several small roof leaks over the Youth Department.

Creative Landscaping has done the initial spring clean-up maintenance of our plant beds.

## **Public Services (Johnston)**

The Michigan Center for the Book has approved Brian's grant application for financial help for the Southwest Michigan Writers' Conference, which will take place on October 26. The grant was for \$250 and will go towards speaker costs.

Brian held another circulation meeting on March 15, with several members of the circulation staff. It was an opportunity for the staff to bring up any issues that they see while working the

front desk. The group also brainstormed a list of things that are good to say and things that are not good to say to patrons, while they also discussed what personal responsibility means while working the front desk.

In March, Adult Services hosted a Yin Yoga class (12 patrons attended), an eBay class (26 patrons), and a Strengthen and Sculpt class (13 attended).

### **Youth (Oxborrow)**

T.A.B. welcomed two new members this month bringing the number of participating teens to 28. These teens do a wonderful job providing Hollie with feedback to help guide her programming and materials choices.

Our department has been working hard this month with collection projects designed to make browsing and locating materials easier for our patrons. We completed a shelf-reading project that encompassed the entire teen collection, junior fiction, board books, beginning readers, DVDs, CDs and audiobooks. Our goal is to finish shelf-reading the remaining easy fiction and junior non-fiction before the Summer Reading Program. Mary Ann and Hollie have also been working in the beginning readers and DVDs to unify series collections. Not glamorous work, but so important!

Our Tech Time event was very successful with 45 children and adults attending! Children, grades K-5, were able to experiment with beginning coding and circuitry using Ozobots, Little Bits, MakeyMakey kits and Snap Circuits. We had multiple requests from children and adults about when we would be holding another tech event. Because of the positive feedback we have scheduled another Tech Time in June during the Summer Reading Program.

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

The radios on our electronic sign were updated by Art & Image. Thankfully, we were still under warranty!

We finished our research on the different software companies (LibCal, Localhop, Demco, Plymouth Rocket) regarding room management and program registration. We plan to meet soon to and select the one that would best fit our needs.

I ordered some new display materials from Demco to replace some of the beaten up ones and finally received them! They are in use throughout the library.

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

Liz reports that The Heart of Cook Grant for \$500 has been awarded to The Friends of the Library. Carol Riegle as president of the Friends wrote the grant. Several members will attend the presentation.

**ADJOURNMENT:** 7:50 p.m.

Next meeting is May 21, 2019

Respectfully submitted,  
Pauline Yost, Secretary