

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
MAY 21, 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: 6:35 p.m.

APPROVAL OF MINUTES: Liz made a motion, supported by Diane, to approve the April 16, 2019 regular board minutes. The motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Megan, to approve the Treasurer's report of April 2019 with check numbers 19116 to 19148. The motion was unanimously carried.

CORRESPONDENCE:

- i. Jessica received an e-mail from a patron concerning the replacement cost of a cracked screen on the Playaway Launchpad. Jessica will be meeting with the catalog department. A sticker will be placed in the the case informing borrowers of the replacement. cost. The Board Policy will be updated to reflect this change.
- ii. A patron wrote an e-mail concerning the new library practice of not stamping books with the due date. Jessica responded to the patron explaining the rationale. A handout will be placed in checked out books to indicate ways to check the due dates.

GOVERNANCE AND ADMINISTRATION

a. **President**

b. **Community and Government Relations**

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

- i. After meeting with four architectural firms, the facility committee recommended two firms for the board to consider. Megan moved, supported by Jenny, that the board go with the firm of Daniel and Zermack Architects for the proposed fixed price for the base work plan of \$19,600 plus an allowance of \$1,000 for reimbursable expenses.
- ii. A patron contacted Jessica concerning placing a memorial bench along John Beers Road. Jessica check with Lincoln Township. They don't have a set policy concerning the benches. The cost of the bench is about \$570 plus shipping, plus there is an additional cost of about \$300 for the concrete slab. After some discussion, it was decided that the facilities

committee needs to create a policy for memorial benches to be presented to the board at the July meeting.

d. **Finance**

- i. Jessica, Deb, Liz and Jenny met with local bankers. Our library is in-line with best practices in this area. The finance committee will create a standardized form to be utilized with the various banking institutions we use.
- ii. Liz moved to accept the proposed revised budget to add \$40,000 to future needs for the purpose of related strategic plan expenses of retaining an architectural firm and rebranding costs. Megan supported this motion. The motion was unanimously carried.

e. **Strategic Planning**

- i. The action step workshop took place this morning, May 21, 2019. The results of this work will be shared with the board at a future date.
- ii. New branding, which is part of the strategic plan, will be finalized. The projected launch date is September 1, 2019.

f. **Operations and Staff**

- i. Brian put together the Local Author Collection Policy. Diane made a motion, supported by Megan, to accept the proposed policy. The motion was unanimously carried.
- ii. The revised FOIA is current being evaluated by the law firm of Foster & Swift. These revisions will be presented to the board at the June meeting.
- iii. A cataloging update is being implemented throughout the library.

Director's Report

MAY 2019

Director (Enget)

SMLC Technology Workshop – Follow Up

Professional and Industry Technical Knowledge

Vicki and I attended a very informative workshop that provided us information relevant to our wi-fi hotspot project. We learned about the pricing models available to Libraries from cell service providers, how to determine which plan was a best-fit, as well as guidelines for how to add to collection and circulate. Their segment about security systems provided useful insights and considerations for our own future projects. There was also a Community Engagement representative from MCLS (Pam Seabold) that presented on identifying a library's Tech Culture, establishing Tech Competencies, and a crash course in providing basic tech-help to patrons. I spoke to Ms. Seabold about coming to our library to present her crash-course to our own staff team.

Next Nexus: Equity, Diversity, and Inclusion Summit

Leadership, Vision, and Management

This full day seminar was INSPIRING and focused on topics of race, LGBT+, gender identity, and ability. They provided practical guidance on how to best seek out minority and/or marginalized groups in our own local communities and initiate conversations with these groups, as well as supplied attendees with a toolkit to help each person build awareness of their own individual unconscious biases in order to work through them to be more open, receptive, and empathetic to those who differ from us. By focusing on learning and asking more questions instead of pushing a library agenda, we will be better able to listen and identify more relevant opportunities to develop meaningful and more impactful services, programs, and policies to create a library environment that is welcoming to ALL in our community.

2020 Census

Communication & Customer Service

In 2020, the Census will be conducted primarily online for the first time. I plan to commit LTPL in partnership with Lincoln Charter Township to aid its efforts in collecting census data. Potential assistance may take the form of training several staff members to help patrons access and complete the census online, setting aside meeting room space and designating laptop workstations for the purpose of access to the census. The census is expected to begin in April 2020. More conversations and details will follow. To learn more about the significance of the Census and Libraries, visit <http://www.ala.org/advocacy/govinfo/census>

Administrative Assistant (Christensen)

STAFF BENEFITS UPDATES - I coordinated a visit with our Burnham & Flower Insurance rep who met with interested staff members regarding their new and existing 457 deferred compensation plans.

Arcadia Benefits Group, the Third Party Administrator of our Flexible Spending Account, has partnered with Navia Benefit Solutions. The system migration was completed May 5 and now our participating staff members can benefit from additional resources such as debit card transactions, mobile app., etc.

SMLC GRANT - As members of the Southwest Michigan Library Cooperative, we are eligible for two \$1000 grants and I have submitted our request and receipts for this year. The professional development grant will help with the cost for our staff training day on May 23; and, the collection development grant will help with the cost of our Ancestry Library subscription.

Public Services (Johnston)

GRANT AWARDED - Brian has been awarded a Library of Michigan Public Library Services Grant for \$500. This money will be used to pay for our new Alzheimer's Checkout Kits. Brian will be running an Adult Story Time to introduce the kits to the public on July 12.

CIRCULATION DEPT MEETING - Brian led another circulation meeting on April 16. In addition to making several announcements, Brian had the group discuss whether we should allow patrons to stamp their own books for a while after we retire the date due stamps (they decided it would be a good idea) and what a positive attitude looks like at the front desk.

APRIL PROGRAMMING - Adult Services programs for April included Tai Chi for Beginners (14 participants), Planning for Retirement (14 participants), and a Card Making Workshop (16 participants).

Youth (Oxborrow)

NEWSPAPER FEATURE - Our very own Hollie Ayres and Vicki Rausch were featured on the front page of the Herald-Palladium with a wonderful article about the Adulting 101 courses that they have been providing for teens. This month focused on general cleaning and laundry, including folding the dreaded fitted sheet! We've had adult patrons comment on the article and the importance of providing this program where young people learn valuable life skills.

MO WILLEMS PARTY - Over 50 patrons joined us for our Mo Willems Party, a special book event geared towards children pre-K through grade 2. We got things started by reading some of our favorite titles together, then learned how to draw Pigeon, went searching for pictures of Knuffle Bunny throughout the children's department to decode a secret message, made Elephant and Piggie puppets---and dressed up at the Mo Willems photo booth for some cool selfies! Adults and kids alike shared how much fun they had.

DESIGNATED JUNIOR GRAPHIC NOVEL SECTION - We've done some moving in our department this month! Based on feedback from our patrons we pulled our junior graphic novels out of junior fiction to form their own section, making it easier for patrons to find what they are looking for. Also, because shelving was getting super tight for our teen graphic novels and teen audiobooks we've moved them as well, so the collections have room to grow. We've already had positive comments regarding graphic novels being so much easier to browse!

Marketing/Outreach Highlights (Pasek)

ANNUAL FANDOM FEST - Jessie attended the third annual event at the LMC Mendel Center and assisted with the mini hobby area where attendees crafted with melty beads, masks, and buttons. We had over 693 people attend this year!

COMMUNITY FUN DAY - Planning has begun! This year I'll be in charge of managing the Facebook page. The Friends of the Library have also agreed to host Senior Bingo.

EVENT & MEETING ROOM MANAGEMENT - We've reached a final decision on what software company we'd like to manage our meeting rooms and program registration—Demco! Implementation process tbd.

FOR THE GOOD OF THE LIBRARY

Please support the Friends of the Library Book Sale on June 7, 8, and 9, 2019.

ADJOURNMENT: 8:00 p.m.

Next meeting is June 18, 2019

Respectfully submitted,
Pauline Yost, Secretary