

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JUNE 18, 2019

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

ABSENT: President Linda Stocker

CALL TO ORDER: 6:36 p.m.

ADDITIONS TO AGENDA: The Proposal for Team Development, Employee Training, and Candidate Selection Testing will be added under Operations and Staff.

APPROVAL OF MINUTES: Liz made a motion, supported by Diane, to approve the May 21, 2019 regular board minutes. The motion was unanimously carried.

APPROVAL OF TREASURER'S REPORT: Pauline made a motion, supported by Diane to approve the Treasurer's report of May 2019 with check numbers 19149-19195. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

b. Community and Government Relations

- i. The next Friends of the Library meeting will be in July. The book sale appeared to be well attended.

c. Building, Landscape, and Technology

- i. Jessica has been in touch with the architectural firm of Daniel and Zermack. They will be setting up a series of meetings. They plan to meet with the board at the July meeting. They also want to meet with Jessica, the Facilities committee, staff and community members. The board will meet at 6:00 p.m. on July 16, 2019.

d. Finance

e. Strategic planning

f. Operations and Staff

- i. Jessica presented to the board a proposal for Team Development, Employee Training, and

Candidate Selection Testing prepared by Dave Medema. The program is designed by Medema Consulting Associates LLC to develop people, strengthen organizations, and

and build success. After some discussion, the board wants to know the number and length of the meetings with Dave plus more specific details. Jessica will e-mail this information to the board. This proposal has been tabled until the July meeting.

Director's Report

MAY 2019

Director (Enget)

Veterans Partnership/Community Engagement Opportunity

Jessie and I Met with Roddy Glenn to discuss his organization, Real Heroes USA, whose mission it is to reach out to combat veterans battling PTSD and their families and offer support through education, social activities, memorial portraits, and helping them navigate the VA system to receive benefits. They are also looking to create opportunities to educate the community about veteran concerns and how to best provide support. We are looking forward to partnering with Real Heroes USA beginning in November around Veteran's day to begin a year-long initiative of quarterly or more frequent of programs to reach out to veterans, their families, and our community. We will be meeting again in July for further discussions and to solidify initial program ideas.

Staff In-Service Day 2019

On Thursday, May 23rd, our whole staff came together for a full day. Our day kicked off with an impressive breakfast potluck, courtesy of our staff team. I introduced our speaker for the morning, Patti Buccellato of Refined Images. Her presentation engaged much of our staff, and many remarked on their follow up surveys that they found this to be their favorite or most useful part of the day. After a staff team photo session, lunch was hosted by our Library Friends. In the afternoon we rotated between four mini-sessions to review library card sign ups, our child safety policy, complaints procedure, and bodily fluid clean-up. Melissa brought our day to a close by sharing a picture book read-aloud with us and a thoughtful reflection.

Administrative Assistant (Christensen)

The annual fire extinguishers inspection has been done.

Carpets in various meeting rooms and heavy traffic areas in the library have been cleaned.

Julie Ruff, CPA, of Scarpone & Co., P.C., CPA's, did the on-site part of our annual audit June 10-11.

Public Services (Johnston)

During the May 23 staff in-service day, Brian ran a session for the staff reviewing the process for issuing new library cards to patrons. It was a good refresher of the process and opportunity to answer staff questions. Brian also ran a circulation meeting during the in-service day. He made a few announcements, answered questions from staff, reviewed Youth Department closing procedures, and asked the staff to brainstorm ideas for how to display good work habits at the front desk.

Programs for May included Senior Survival Tips (12 participants), Gentle Yoga and Meditation (10), and a concert by John Kennedy and Chris O'Brien outdoors on May 30 (28).

The Michigan Library Association has accepted Brian's speaking proposal for their 2019 conference. He is scheduled to speak on self-publishing and libraries on October 16 at 1:30 p.m.

Youth (Oxborrow)

Children

Sensory Playtime finished up the first week of May and proved to be a big hit with children and caregivers. Although attendance varied over the five week session, we had an average of 50 children and adults for each program, with our highest attendance being 81 children and adults.

Our annual Teddy Bear Picnic was held Friday, May 31 and we had at least 150 children and their caregivers participate. After creating their teddy bear headband and getting settled on their blankets Miss Melissa, Miss Peggy and Miss Mary Ann presented books and songs to get the party started. Then children were able to grab a snack on the patio, visit with our giant teddy bear guest and create chalk art on the sidewalk. Many adults expressed their appreciation for this event.

May began our outreach to the schools to talk about the upcoming Summer Reading Program. Mary Ann visited St. Paul's Lutheran and Christ Lutheran reaching out to 150 students. School visits will continue into early June.

Teens

The Teen Advisory Board held their annual graduation party on May 10th. We had five seniors graduate this year.

Our first Dutch Blitz Tournament was held on May 11th. Teens competed for prizes in this family-friendly card game. Positive feedback was given, and the teens requested that we have the game available at lock-ins as well.

On May 17th, our Pizza & Pages Teen Book Group had a very involved discussion about autism as we discussed "Same but Different" by Holly Robinson Peete. This book showed the points-of-view of teenage twins dealing with autism. The book, which is based on a true story, brought up several good discussion points about autism, bullying, and support systems.

Marketing/Outreach Highlights (Pasek)

Pasek dropped off over 2,500 Summer Reading Program event calendars to 20 different facilities which included schools, township halls, and other various locations around Stevensville.

According to the Happy or Not machine, patrons were very satisfied with our service! We had a total number of 930 responses—96% of them were positive!

Social Media Stats:

- Website: a total of 13,665 page views on our website and 2,255 new visitors.
- Facebook: 27 new page likes & 468 unique post engagements (commenting, liking, sharing, or clicking upon particular elements of post)

FOR THE GOOD OF THE LIBRARY

A list of upcoming service area meetings for Royalton, Lincoln, and Baroda Townships, plus the Village of Stevensville was supplied to the board.

ADJOURNMENT: 7:25 P.M.

Next meeting is July 16, 2019.

Respectfully submitted,
Pauline Yost, Secretary