

LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
JULY 16, 2019

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

**ABSENT:** Trustee Diane Nye

**CALL TO ORDER:** 6:30 p.m.

**GUESTS:** James Scarpone, Deb Christensen, Christine Golden, Michael Golden

**APPROVAL OF THE MINUTES:** Megan made a motion, supported by Liz, to approve the June 18, 2019 regular board minutes. The motion was unanimously carried.

**APPROVAL OF THE TREASURER'S REPORT:** Pauline made a motion, supported by Jenny, to approve the Treasurer's report of June 2019 with check numbers 19196-19228. The motion was unanimously carried.

## **GOVERNANCE AND ADMINISTRATION**

### **Finance**

James Scarpone of Scarpone & Company, P.C. presented the audit of the library for the fiscal year which ended March 31, 2019. The library is financially sound. Deb Christensen does an excellent job, and the books are in excellent order. Liz made a motion, supported by Pauline, that the Board accept the audit report as presented by Mr. Scarpone. The motion was unanimously carried.

### **Building, Landscape, and Technology**

- i. Jessica has been working with the architectural firm of Daniel and Zermack. They will give the board an overview of the process at the September meeting.

### **Operations and Staff**

- i. Revisions of the *Management Team Proposal* prepared by Dave Medema have been made and will be e-mailed to the Board. This proposal was first presented to the board at the June 2019 meeting.

# Director's Report

July 2019

## Director (Enget)

### Review of Fire Emergency Procedure

This month our library's fire alarm sounded on a Friday afternoon (thankfully, a false alarm). The occurrence provided opportunity to run-through known procedure and helped to identify points in need of update and clarification. A refreshed draft of updated procedure in case of fire emergency has been shared with the management team for refinement, as well as a proposal for modifying how staff schedules are displayed.

### Branding Options presented to Townships

After receiving patron feedback on the two logo designs our library is considering, a copy of both designs were presented and provided to each Board representing our service communities (Royalton, Lincoln, Stevensville, and Baroda) for discussion and local community posting. My direct contact information was also provided so they could reach out with any questions or feedback collected.

### Information Gather for Architect

We are in the process of compiling information about our building, spaces, collections, services, and usage (some statistical, other narrative), as well as assembling a couple focus groups for the Architect's first on-site appointment. The first official onsite will take place in September.

## Administrative Assistant (Christensen)

Garey Roofing Services did the post cottonwood cleaning of the roof drains.

Lincoln Charter Township contracted and scheduled to have our shared driveways patched and seal coated along with their parking lots and our staff lot. They will invoice us for our share of the cost of the work.

RVK Industries replaced the metal privacy partitions in the men's public restroom with solid color composite partitions.

## Public Services (Johnston)

As of July 3, 118 patrons had signed up for this year's Adult Summer Reading program. We've almost matched last year's total of 126. This year, adults have to read ten books to finish the program (instead of five in previous years).

On June 28, Brian held another circulation meeting. It was a great opportunity for staff to bring up their concerns regarding circulation activities. Brian told the group about Stand Up for Health, a program he has signed up for to become certified as a health information expert. The group also discussed things that we can be doing at the front desk when it is not busy and had a conversation about what people skills are necessary to work at the front desk.

Programming highlights for adults in June included Windows 10: The Basics (four attended), Yin Yoga (eight), and Tai Chi for Beginners (13).

## Youth (Oxborrow)

**Mime Rob Reider** made his first appearance at our library on June 18 and was a huge hit with children and adults alike! It was so fun to see how fascinated the children were with his performance. Rob also

spoke to patrons afterward about the importance of working hard at the things that were important to them and showed them how to do some mime movements and juggling tricks. We had multiple adults take the time to thank us for bringing him to the library.

We held our **second Tech Time event** on June 20 and were very pleased with patron response. Nearly 50 Adults and children (K – 2) worked together to tinker with Ozobots, Little Bits circuits, Snap Circuits sets, and more. Special guest, Heron Plaza, a regular visitor to area schools where he teaches coding, manned one of our tables. He brought Arduino kits for the children to experiment on and practice beginning coding. Lots of those who attended asked when we'd be holding our next tech event.

Members of the **Youth Services staff were out and about in the community this month**, interacting with more than 1000 people. Mary Ann visited area schools to share Summer Reading information and manned a booth at the Baroda Farmer's Market offering an art project for kids. Melissa and Brandon presented Summer Reading information to two classes at the YMCA and shared a story time with the younger class and hands-on STEM activities with the older class.

### **Marketing (Pasek)**

The library partnered with the Berrien Immigrant Solidarity Network to put on a special screening and discussion of El Norte. I did the marketing and helped figure out the room logistics. The turnout was great!

Jessie has been tasked to help manage the Facebook page for the Southwest Michigan Writers' Conference and take pictures day of the conference.

We finalized a timeframe for switching from EventKeeper, our current registration software, to SignUp and Spaces by Demco. We'll get the ball rolling starting in October.

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

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

**ADJOURNMENT:** 7:31 p.m.

Respectfully submitted,  
Pauline Yost, Secretary