

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
SEPTEMBER 17, 2019

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

ABSENT: Treasurer Elizabeth Schiman

GUEST: Seth Penchansky of Daniels and Zermack Architects

CALL TO ORDER: 5:30 p.m.

APPROVAL OF MINUTES: Megan made a motion, supported by Diane, to approve the July 16, 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 July 2019 and August 2019 with check numbers 19229 to 19310. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

Linda welcomed Seth Penchansky of Daniels and Zermack Architects.

b. Community and Government Relations

The next Friends of the Library meeting will be next week. The board has invited the President of the Friends, Carol Riegler, to speak at October meeting to report on the June book sale.

c. Building, Landscape, and Technology

i. Architect Update

Seth Penchansky met with Jessica, library staff, and the facilities committee during the day. He then met with the board and presented an overview of what his firm has been compiling. He presented to the board the firm's technical proposal and needs assessment.

ii. New Public Access computers and Wifi Hotspots

Diane made a motion, supported by Megan, to approve the computer upgrade quote from Presido presented to the board. The motion was unanimously carried.

d. Finance

- i. Megan made a motion, supported by Diane, to accept the letter as required by the Lincoln Charter Township to levy the maximum millage allowed on the 2019 rate. The motion was unanimously carried.

Director's Report

September 2019

Director (Enget)

Transition

It is my pleasure to announce that our own Brian Johnston has taken on the role of our new (dedicated) Adult Services Librarian. He applied and interviewed for the job and was granted the position. We look forward to all he will bring to this role. We met several times to plan and prepare for his role transition, which took place earlier this month. This does now leave a vacancy in management to be filled, which has been posted. In the meantime, I will be taking up many of those managerial level responsibilities until a new Head of Tech and Public Services is hired.

Tech Team Assembly

We are exploring an opportunity to further engage the skills and talents of interested staff team members, with openings to join the Tech Team on an annual basis. Members of the Tech Team will act as liaisons between the tech department and staff, relaying communication of news of relevant updates to colleagues as well as any department needs or concerns back to the department. Team members will also receive training on basic back-end troubleshooting so we have additional persons on hand that can recognize and fix common issues. If an individual staff member has particular knowledge that could be helpful for a specific project, they will have an opportunity to utilize their skills.

Millage Promise Update

Collections –this fiscal year we were able to allocate an additional \$10,000 toward our collections budget.

Security – Several components needing repair have been successfully resolved. Current safety and security procedures are under review for update toward current best practices. We are researching and seeking consultation on current systems available on the market to help us determine direction and best fit prior to seeking potential bids.

Technology – This fall we exited to upgrade the hardware and software all of our Public Access Computers throughout the building. We are taking advantage of discounted pricing available through a program available from the Regional Educational Media Center (REMC) Association of Michigan. All computers will be equipped with Windows 10 OS keeping up with the latest standard and ensuring continued access to technical support.

Administrative Assistant (Christensen)

We received our penal fine check from the County of Berrien in the amount of \$163,458. This is \$424 less than last year's check.

Our 17 year old battery powered walk-behind sweeper needed enough repairs that made it cost effective to purchase a new 24 inch floor sweeper. Perhaps we will get the same life span from the new machine!

TLS Docks did preventative maintenance on our book drops after the end of summer reading programs. They found everything to be in good working order—and only two library items that had to be retrieved from under one of the platforms.

Public Services (Johnston)

This year, 127 adults participated in the library's summer reading program. Of those, 42 patrons finished by reading at least ten books. Patrons reported a total of 681 books read, which was up from 549 last year.

We held two of our biggest adult programs again this summer. Attendance continues to climb annually for our Lake Effect Jazz concert, which was on July 11; this year, 174 people attended. We also saw 55 people attend the Vintage Baseball Game at Lakeshore High School's baseball field on August 7.

Brian held another set of circulation meetings on July 30 and 31, and then again on September 5 and 6. These meetings continue to be a good way to make announcements to the staff and for the staff to discuss and resolve issues that are happening at the front desk.

Youth (Oxborrow)

More than 100 children and their parents had a blast working on Brandon and Melissa's **Space Search & Find** during the month of August. Patrons searched throughout the Youth Services department for the 16 space-related images on their playing card. Brandon put them in some sneaky spots!

The entire Youth Services team worked together this month on a project to make our **Spanish language/bilingual chapter and picture books easier to find in the collection**. Items were pulled from the shelves and bright yellow spine label protectors were put over the spine labels making it easy for patrons to scan shelves for them. During this process, items were also examined to be sure they were searchable in the PAC so patrons using that resource could formulate a list quickly. This project was prioritized because of the number of patron asking for an easier way to find books in different languages. We will continue this project with other languages as time permits.

Our **annual Teen Iron Chef competition** took place on August 23rd. We had seven chefs attempt to make the best dessert using the secret ingredient, which was exotic fruits this year. Jessie was able to take some great photos at the event, and Hollie and Vicki felt it was a success. The teens had fun, the desserts were creative, and requests were made to have this event more than once a year.

Marketing (Pasek)

Attended Community Fair Day at Stewart Elementary to talk about all the upcoming fall programs. We also brought a "design your own binoculars" craft! We had at least 300 children & adults come through our tent.

Experienced/survived my first Summer Reading Program and celebrated my 1-year anniversary!

Offered to take care of the marketing (press release, signage, Facebook, etc.) for Community Fun Day this year. I enjoy being on the committee and look forward to helping in the future!

FOR THE GOOD OF THE LIBRARY

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

NEXT MEETING: October 15, 2019

ADJOURNMENT: 7:00 p.m.

Respectfully submitted,
Pauline Yost, Secretary