

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
OCTOBER 15, 2019**

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

ABSENT: Trustee Diane Nye

GUEST: Seth Penchansky of Daniels and Zermack Architects

CALL TO ORDER: 5:35 p.m.

ADDITIONS TO THE AGENDA: The architect's report will be moved to after the approval of the Treasurer's report.

APPROVAL OF MINUTES: Jenny made a motion, supported by Pauline, to approve the September 17, 2019 regular board minutes. The motion was unanimously carried.

APPROVAL OF THE TREASURER'S REPORT: Pauline made a motion, supported by Liz, to approve the Treasurer's report for September 2019 with check numbers 19311 to 19345.

GOVERNANCE AND ADMINISTRATION

a. Building, Landscape, and Technology

- i. Seth presented the Board an updated Needs Assessment. This assessment addressed seating, restroom, and storage space needs for the library.

b. President

- i. Jenny made a motion, supported by Megan, that the board committee assignments remain the same through the November/December 2020 meeting. The motion was unanimously carried.

c. Operations and Staff

- i. Megan made a motion, supported by Jenny, that the board approve the 2020 library closing dates. The motion was unanimously carried.

Director's Report

October 2019

Director (Enget)

Information Gathering for Architect

Throughout August and September, research was conducted, information and input were collected, and various reports generated and findings compiled to provide the architect with details relevant to properly assess current usage of and services within the library. This process also included connecting them to vendors who help us to maintain the mechanical aspects of our facility, coordinating a staff-focus group meeting to collect input, and facilitating meetings between the board and facility sub-committee.

Cataloging Workflows

In a continued effort to identify opportunities for streamlining processes, this month I sat with each of our catalogers to observe their individual workflows, as well as catalogers from a sister library. I have also been speaking with department heads about their roles in the acquisitions process. In the coming weeks, I will also be speaking with our staff team members who are involved in final processing. These conversations will all help to guide my decisions regarding adjustments to our acquisitions process toward greater efficiency.

Name Change

During this month, I am in the process of legally changing my last name to Ishmael. Regular contacts will be provided with advance notice before my email address is also updated to reflect the change to go into effect by Nov 1.

Administrative Assistant (Christensen)

Building work done recently includes:

- Boelcke Heating & AC did the winter prep preventative maintenance service for our HVAC units. They replaced necessary filters, belts, etc.
- Third Coast Painting painted five exterior doors.
- IBID County Electric installed an LED light to shine on our outdoor U.S. flag.

Public Services (Johnston)

Brian started his new role as Adult Services Librarian on September 9. He is excited about this new opportunity to serve the adult population of Lincoln, Royalton, and Baroda townships. He's especially hoping to have more time to find great adult programming ideas and to maintain the adult collections.

Banned Books Week was September 22-28. Brian worked with the Youth Department to create a display of "banned" books along with informational handouts and bookmarks in our display case. Brian also talked about Banned Books Week with the staff at our September all-staff meeting, where he handed out field reports highlighting attempts to ban books in 2018.

Adult programming highlights for the month of September included Estate Planning Basics, Yin Yoga, Google Docs for Beginners, and Tai Chi for Beginners.

Youth (Oxborrow)

To celebrate National Hispanic Heritage Month, Christine Velasco from local business I Heart Spanish! presented Spanish Story Times on Mondays during the month of September. Attendance has increased each week, prompting us to extend the program through the first week of November. The Herald-Palladium wrote a wonderful article highlighting this addition to our programming.

We celebrated Sesame Street's 50th birthday with a special birthday party including party games like Oscar's Trash Can Toss and Pin the Nose on Elmo, educational games for practicing colors, numbers and letters, character puppet crafts, a reading nook and more! Elmo made a special guest appearance to the delight of all the little people. Attendance was just over 70 people.

Our Introduction to Dungeons & Dragons program was a big hit with 12 teens attending. Due to high response we will be starting a D&D Club for Teens that will be meeting twice monthly. Their first meeting will be Wednesday, Oct. 9!

Marketing (Pasek)

Community Fun Day was such a success this year! We helped make ~250 bracelets that had UV color changing beads. Altogether there were a little over 1,000 people that attended!

We have agreed to participate in the planning, execution, and closure of the Southwest Michigan Fandom Fest. The date is set for April 4, 2020 at the Mendel in the Grand Upton Hall. This year's theme is steampunk!

I plan on starting the implementation process for the new Demco Software (SignUp and Spaces) mid-October. Stay tuned for updates!

FOR THE GOOD OF THE LIBRARY

An hour long "visioning session," which is open to the public, will begin right after tonight's board meeting. It is meant to gather public input as to what our library could be.

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: December 3, 2019

ADJOURNMENT: 6:58 p.m.

Respectfully submitted,

Pauline Yost, Secretary