

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
DECEMBER 3, 2019

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

GUESTS: Seth Penchansky of Daniels and Zermack Architects, Robert J. Naughton of PFM Financial Advisors LLC, Wendy Subrin, Sylvia Zaleski

CALL TO ORDER: 5:30 p.m.

ADDITIONS TO AGENDA: Presentation by Robert J. Naughton

Robert Naughton gave a powerpoint presentation highlighting what his firm, PFM Financial Advisors LLC, does. He described possible library funding options.

After a question from our audience, Seth presented his architect's update which has three proposals, A, B, and C. The proposals outline the potential costs of each proposal and a conceptual plan. The board asked him many questions and indicated that they would need time to study the information he presented.

APPROVAL OF THE MINUTES: Liz made a motion, supported by Diane, to approve the October 15, 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 for October 2019, with check numbers 19346 to 19397. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Jenny made a motion, supported by Pauline, to approve the proposed 2020 Board of Trustees Meeting Dates with the addition of December 1, 2020. The motion was unanimously carried.

b. Community and Government Relations

- i. Liz shared a copy of the newly published history of *Lincoln Township Public Library - The First Sixty Years*. Carol Riegle, president of the Friends and Brian Johnston worked together to create the book.

c. Building, Landscape and Technology

- i. See above for the most recent architect's update.
- ii. Megan made a motion, supported by Jenny to accept the proposed Mobile Wi-Fi Hotspot Policy. The motion was unanimously carried. This policy will be added to the policy manual.

d. Finance

- i. Liz made a motion, supported by Diane that the tax money received from this fiscal's years tax assessment is committed for next year's use. This is GASB 54. The motion was unanimously carried.

e. Strategic Planning

- i. Megan presented the new logo for the library.

f. Operations and Staff

- i. Diane made a motion, supported by Megan, to approve the proposed trial winter weather delay policy as amended by the board. The motion was unanimously carried.

Director's Report

November/December 2019

Director (Enget)

Quarterly Check-Ins and End of Year Evaluations

This month we completed our Third Quarter check-ins with direct report staff team members. These have proven to be useful opportunities to hear staff perspective and feedback on their goals, motivations, concerns, and work environment. For the month of December we are coordinating End of Year Evaluations, to be completed before the Christmas holiday.

Update on Millage Promises

We are so grateful to our local community for supporting us with their YES! vote last August allowing us to recapture monies rolled back due to Headlee legislation. Here is the update I have provided to our service area townships and newsletter on what we've been able to accomplish toward our 3 campaign promises to you thus far because of this support.

Collections: \$10,000 added back to our budget for print and digital collections.

Security: Several needed repairs and upgrades to our existing security cameras system.

Technology: New public access computers for our adult and youth patrons (14 stations total!) have arrived, pre-loaded with the most recent operating system available, Windows 10. We are wrapping up the prep process, with a “test drive” station already available for Patron use. We are excited to complete this roll-out before end of this calendar year.

In addition, we completed testing signal performance for wi-fi hotspots to ensure functionality for our local service areas. With the positive results, we have ordered 5 more to prepare to circulate for patron use this coming Spring. Policies and procedures have been drafted for Board review. We anticipate a spring roll-out, giving us time to train our staff team and market this new service.

Staff Transitions and Preparations

Our Library staff team is facing a great deal of transition these recent months. Our Head of Public Services took on the Adult Librarian role resulting in a vacancy of the management position (of which I have been covering since mid-September) along with the recent and coming departures of our full time Marketing & Outreach Specialist and Head of Youth Services (respectively), on top of preparing for my own impending Maternity Leave.

My greatest priority has been developing and documenting an administrative plan for communication and delegating prioritized responsibilities to help make the coming months as smooth as possible for our Library Staff Team. I can't express enough my gratitude for the teamwork, communication, and support from Deb, Melissa, the Board Personnel Committee, and our Joint Labor Management Team in cultivating this plan!

Administrative Assistant (Christensen)

This is the time of year when I usually coordinate our annual on-site flu shot clinic for interested staff members. However, since we did not have the minimum number of interested staff for an on-site visit at a specific time, we encouraged everyone to use alternative options. This is much easier to do than in years past since local pharmacies and other flu shot clinics offer varied times to fit everyone's schedule.

IBID County Electric replaced numerous light ballasts, inspected the emergency lights and exit signs and replaced needed battery packs. They also retrofit our parking lot lights to LED which I estimate will save us approximately \$800 annually.

Public Services (Johnston)

Brian has completed two health information-related courses: Stand Up for Health, put on by the Medical Library Association, and Wikipedia + Libraries: Health and Medical Information. This was done as an additional part of his SMART goal to educate the public on physical wellness. Brian also used the display case during the month of November to highlight physical wellness, and the display included informational handouts and library materials.

On October 16, Brian presented at the Michigan Library Association annual conference on Self-Publishing and Libraries. The hour-long presentation presented the findings of his research on self-publishing and libraries last year, as well as tips for both library professionals and authors to help bridge the gap between the two sides and to get quality self-published books on library shelves.

The second annual Southwest Michigan Writers' Conference at Niles District Library, on October 26, was a success again this year. We saw 81 patrons attend the all-day event, up from 67 last year. New

features this year included a keynote speaker (Kate Collins) and a food truck so that people wouldn't have to leave to get lunch. Planning is already underway for next year's event.

Youth (Oxborrow)

T.A.B. Shirts - Members of the Teen Advisory Board (T.A.B.) are anxiously awaiting their customized shirts. A member of the board designed the shirts, which should be ready the first week of January!

Nutcracker Story Times - Local Dance Arts studio joined Miss Melissa to present three special Family Story Times focused on the Nutcracker. Sarah Hannich, dressed as the Sugar Plum Fairy, shared a book about attending the Nutcracker, Miss Melissa told the Nutcracker story using flannel props, young Shaelynn Rabbers performed Clara's dance with the Nutcracker, and everyone danced to the Children's March and made Nutcracker and Fairy tree ornaments. Dance Arts will be performing the Nutcracker in early December with proceeds being donated to charity.

Frozen Fun: Movie Release Party - We had 70 fans of Elsa, Anna, Kristoff, and Olaf (several in costume) show up for our Frozen II movie release party. The kids made beaded snowflakes, heard the story of Hans Christian Andersen's The Snow Queen, played movie trivia and other games, and even did a little magic with insta-snow. We all learned that Brandon, who stepped in on short notice to help Mary Ann with the party, is excellent at playing charades.

Marketing (Pasek)

No report.

FOR THE GOOD OF THE LIBRARY

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

NEXT MEETING: January 21, 2020

ADJOURNMENT: 8:30 p.m.

Respectfully submitted,
Pauline Yost, Secretary