

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JANUARY 21, 2020**

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

ABSENT: Jennifer Cowan, Trustee

GUESTS: Deb Christensen, Brian Johnston, Carol Riegle

CALL TO ORDER: 6:35 p.m.

ADDITIONS TO AGENDA: Under Operations and Staff, add Winter Weather Delay Policy

APPROVAL OF THE MINUTES: Liz made a motion, supported by Megan, to approve the December 3, 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 reports for November and December 2019 with check numbers 19398 to 19479. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. The Board committee assignments will remain the same for 2020.
- ii. There was discussion concerning replacing the three board members who are not seeking re-election. Linda will check with the Lincoln Township clerk as to approved avenues to advertise the open positions. Any interested candidates need to be a resident of Lincoln Township. They may pick up board packets at the township hall. These packets are due back on April 21, 2020.

b. Community and Government Relations

- i. Carol Riegle, President of The Friends of Lincoln Township Public Library, presented board members with a copy of Lincoln Township Public Library The First Sixty Years. Carol shared how the first book, Lincoln Township Public Library 50th Anniversary was compiled. She then explained how she and Brian Johnston created this second edition. Anyone who would like a copy of this beautiful book can order it on Amazon.

c. Building, Landscape, and Technology

- i. Architect update The board discussed the plans presented by the architect. The discussion was tabled until the February board meeting.

d. Strategic Planning

- i. The new library logo has been launched.

e. Operations and Staff

- i. The Team Member Performance Evaluation Form was shared with the board.
- ii. Proposal for Winter Weather. There was discussion on this policy adopted last month. No action was taken.

Director's Report

January 2020

Director (Enget)

JLMT Negotiations: Merit Pay

Per our recent Labor Agreement, the Joint Labor Management Team met monthly from September thru December to explore the potential of establishing a Merit Pay system. By end of December, the JLMT (comprised of Union and Management representation), was successful in negotiating the criteria and terms for a Special Performance Incentive Fund (SPIF) to reward Staff Team Members whose annual evaluations reflect performance that exceeds expectations.

Updated Team Performance Evaluation

Included in your packet for your FYI is the revised draft of LTPL's Team Member Performance Evaluation Form. This is the result of fantastic dialogue and collaboration shared in the JLMT meetings these past few months as we worked to assemble our Merit Pay system and determine criteria for award. I'm very proud of what we accomplished! I wanted to point out a few things:

- New logo incorporated!
- Keywords to summarize each performance category: Solver/Finder/Follower/Struggling/Underminer. "Struggling" felt the most fair and appropriate, leaving room for management accountability to provide additional support.
- Section 2 had no changes as we agreed it was spot on already.
- Sections 4 and 5 are much clearer.
- Section 6 has been totally revamped and will be far more useful than the previous template.

In the works is also updating the **Leader** (Management) evaluation - the first 5 behavior categories are the same as the **Member** evaluation (which have been updated), but there are 3 additional sections (Leadership, Goal Setting, and Management) that could benefit from a similar update as the first 5 categories.

I am very excited to put this updated evaluation into practice for our next period beginning in January, and how it will improve communications of expectations. I plan to distribute it to the staff, do a walk through, and answer any questions at our first all-staff meeting when I return from Maternity Leave.

Administrative Assistant (Christensen)

We had carpets cleaned throughout the building while we were closed for the holidays.

The preventative maintenance visit for our automatic front doors has been done and needed repairs completed.

The uplights in our chandeliers have been retrofit to LED. This will save us approximately \$800 annually in electric costs.

Public Services (Johnston)

The first meeting of the C.S. Lewis Book Discussion Group, which took place on December 11 at the Round Barn Public House, was a success. The ten patrons in attendance discussed *The Screwtape Letters*. The group also met on January 8, but as of this writing we don't have attendance figures yet. There will be one more meeting, on February 5.

We saw 12 patrons attend a dessert cooking class put on by local chef Nidhi Sharma on December 16. The response was positive, and we plan on having her back in the future.

For the third straight year, Brian was a judge for Kent District Library's Write Michigan short story contest. He reviewed several stories in the adult category.

Youth (Oxborrow/Ayres)

Story Time with Santa

Story Time with Santa had an even higher attendance than last year with 184 children and adults attending! We structured the event like an open house for flexibility and to accommodate higher numbers. Patrons could go room to room and enjoy songs and stories with Melissa, crafting fun with Mary Ann and a visit with Santa Claus himself! We appreciate Hollie's father, Tom Closson, volunteering his Santa services. He did a wonderful job and we hope to have him return next year.

Holiday Outreach

Members of the Youth Services staff were out spreading Christmas cheer in the community during the month of December interacting with nearly 600 children and adults! Melissa and Mary Ann attended Stevensville's Christmas in the Village while Mary Ann and Brandon staffed our table at Baroda's Christmas in the Village. Library staff assisted children in creating their own jingle jewelry. Mary Ann, in character as Mrs. Claus, also attended a holiday event at Stewart School (at their request) to share holiday stories and songs with area families.

Dungeons & Dragons Club

The Teen D&D Club has really grown and has started meeting at the library every week to work on their campaign. The campaign was created by one of the members, and the group is very enthusiastic about their adventures. We currently have nine members, which is more than a usual campaign allows. We are planning to have two separate groups after they finish this campaign.

Marketing (Pratt)

Temporary Marketing Coverage

Staff Team Member Brandon Pratt was awarded additional hours to help cover the Library's basic Marketing needs until we are able to hire a replacement. Brandon will be fielding the following responsibilities: quarterly newsletter, monthly e-newsletter, outdoor electronic sign, and updates to the library's website, social media channels, and Google Events Calendar as needed.

FOR THE GOOD OF THE LIBRARY

Board members will be attending upcoming service area meetings for Lincoln, Royalton, and Baroda Townships, plus the Village of Stevensville.

NEXT MEETING: February 18, 2020

ADJOURNMENT: 8:05 p.m.

Respectfully submitted,

Pauline Yost, Secretary