

**LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
FEBRUARY 18, 2020**

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

ABSENT: Trustee Diane Nye

GUESTS: Deb Christensen

CALL TO ORDER: 6:40 p.m.

APPROVAL OF THE MINUTES:

Megan made a motion, supported by Pauline, to amend the January 21, 2020 minutes with check numbers 19398 to 19479. The motion was unanimously carried.

Liz made a motion, supported by Megan, to approve the January 21, 2020 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 January 2020 with check numbers 19480 to 19517. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Three board members are not seeking re-election for the next term. Any interested candidate needs to be a resident of Lincoln Township. This is stated in the Board's by-laws. Candidate packets are available at Lincoln Township Hall. These packets are due back on April 21, 2020.

b. Community and Government Relations

- i. The Board received a request from Paul Ihde principal of St. Paul's Lutheran School in Stevensville. He would like to partner with the library during the event of an evacuation and reunification. Pauline will contact him to attend the next board meeting to discuss this proposal. Linda will speak with our attorney concerning any forms that might need to be completed.

c. Building, Landscape, and Technology

- i. Pauline, Jenny, and Deb met. The board will continue to discuss the architect proposals.
- ii. Liz made a motion, supported by Jenny that the board employ Vanguard and accept their proposal to replace the fire sprinkler preaction system valve. The motion was unanimously carried.

d. Finance

- i. Liz presented the 2020-2021 budget proposal. This will be voted on at the March annual meeting.
- ii. Liz made a motion, supported by Pauline, that the board order totes and cups with the new Lincoln Township Public Library logo. The cost is not to exceed \$1600. These will be used for the summer reading program. The motion was unanimously carried.

e. Strategic Planning

- i. Megan reported that our strategic plan will be updated and presented to the board.

f. Operation and Staff

- i. After discussion, Liz made a motion, supported by Megan, that the proposed amendment to the unattended child policy in Policy 4.9, Section V (Children in the Library) be accepted. The motion was unanimously carried.

Director's Report

February 2020

Director (Ishmael)
On leave-no report.

Administrative Assistant (Christensen)

The schedule of insurance exposures for our Michigan Township Participating Plan policy (Par Plan) renewal for the new fiscal year has been reviewed and returned to our agent. It is estimated that property limits will be increased by 3%.

City Plumbing is working through our list of assorted small plumbing issues which includes repairs (or replacement) to various faucets, toilets, etc.

Boelcke Heating & AC responded quickly to reset power to a roof top unit's wireless receiver that wasn't communicating to thermostats that provide heat for Rosetta's House and the Youth Department area

Tech & Public Services (Johnston)

The Adult Winter Reading Program is fully underway for 2020 and runs through February 29. As of February 8, there were a total of 44 patrons signed up. Nine had finished the program.

Brian ran his "How to Publish Your Book" seminar on January 28. Nine patrons attended the program and received tips on getting your book ready for publication once it has been written. He has since been in contact with some of the patrons to help them individually.

We have added Crownpointe as a new destination for the Doorstep Program for our patrons. Brian also did an adult storytime there on January 9, with 16 people attending.

Youth Services (Ayres)

We had 28 participants at our January 29 Lego Bricks Club. This event is a fun, exciting way for kids of all ages to challenge the way that they think. Each month there is a new challenge for them to tackle, and anyone who attempts the challenge will have their creation displayed prominently within the library. From spelling your name in Legos to creating the perfect summer memory, the creations from every child that attends are limitless.

Our DIY Craft table in the Youth Area has become a very popular stop for children. In January, we had 284 participants who made different crafts such as calendars, Valentines to donate to people in the Crown Pointe Assisted Living facility, and a couple of snowflake crafts. At the January 10 T.A.B. meeting, members received new membership shirts that were designed by one of their own. The Teen Advisory Board is preparing for their annual lock-in, which will take place on February 21. We currently have 26 T.A.B. members.

Marketing (Ayres, Pratt)

The Spring Newsletter has been sent to the printer and will be available to the public by March 1st.

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: March 17, 2020

ADJOURNMENT: 8:00 p.m.

Respectfully submitted,

Pauline Yost, secretary

