

LINCOLN TOWNSHIP LIBRARY
BOARD MEETING MINUTES
MARCH 14, 2020

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

GUESTS: Mary Ann Ware, Joe Thomas

CALL TO ORDER: 3:33 P.M.

Liz made a motion, supported by Pauline, that the board move to our annual meeting. The motion was unanimously carried.

ANNUAL MEETING

Pauline made a motion, supported by Diane, to accept the proposed budget for the fiscal year 2020-2021. The motion was unanimously carried.

Jenny made a motion, supported by Diane, to close our annual meeting and return to our regular meeting. The motion was unanimously carried.

ADDITION TO AGENDA:

1. Add that the board retain an auditor for the fiscal year of 2019-2020 under Finance.

APPROVAL OF THE MINUTES:

Jenny made a motion, supported by Liz to approve the February 18, 2020 regular board minutes. The motion was unanimously carried.

APPROVAL OF THE TREASURER'S REPORT:

Diane made a motion, supported by Pauline, to approve the Treasurer's report for February 2020 with check numbers 19518-19550. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Three board member are seeking re-election for the next term. Any other interested candidates need to be a resident of Lincoln Township. Candidate packets are available at Lincoln Township Hall. These packets are due back on April 21, 2020. Linda reminded current board members who are remaining that their packets are also due on that date.

b. Community and Government Relations

i. The next Friends meeting is scheduled for March 24, 2020 at 4 p.m.

c. Building, Landscape, and Technology

i. The next Facility meeting is scheduled for March 16, 2020 at 2 p.m.

d. Finance

i. Liz moved, supported by Pauline to accept the 2019-2020 final budget amendment. The motion was unanimously carried.

ii. Jenny made a motion, supported by Megan, that the board retain Scarpone & Company, P.C. as our auditor for the 2019-2020 fiscal year.

e. Strategic Planning

f. Operations and Staff

i. COVID-19 Precautionary Measures

Megan moved to close the library to patrons and visitors through March 28, 2020. Pauline supported the motion. The board will reassess the situation on March 28, 2020
A roll call vote was taken: Liz - yes, Megan - yes, Pauline - yes, Linda - yes, Diane - no, Jenny - no. The motion was passed.

The staff will report for work from 10 a.m. to 6 p.m. Monday through Friday and on Saturday from 10 a.m. to 2 p.m. The staff will determine and enact ways to serve the public.

This announcement will be posted on the library website and Facebook along with the electronic sign in front of the library.

ii. The Infectious Disease Policy will be addressed at the next meeting.

Director's Report

March 2020

Director (Ishmael)

Debriefings and Return

I wish to extend a hearty Thank You to my Lead Staff Team and Library Board for all you did to carry our library through my temporary leave! Through the duration I was periodically in touch with the library and checking messages to help stay apprised of goings-on. Prior to returning to the office I arranged meetings to be debriefed with our Board President and my Lead Staff Team. This provided more in-depth information to ensure a smoother transition and continued communication upon my return to the library on March 9th. I am grateful for all the communications provided, and am glad to know the library continued to function smoothly and be represented in our community!

COVID-19

Upon my return I have actively been gathering information about this rapidly changing situation. In addition to following updates from the CDC and WHO, recommendations from Gov. Whitmer and the Michigan Department of Health and Human Services (MDHHS), and partner expert agencies, I am in regular communication with other libraries within our local region to keep apprised of best practices in precautionary measures and trends so our Library can do its part to help mitigate the spread of this virus.

Update of Job Descriptions

Job descriptions of current open positions at our library have been reviewed and updated to reflect the Library's current needs and new logo. They have also been shared with our Union representation to ensure descriptions and responsibilities are in alignment with current labor agreements.

Administrative Assistant (Christensen)

A compilation of reports, files, and correspondence was presented to the Director upon her return to work.

End of current fiscal year processes have commenced. Also, numerous annual service contracts have been reviewed and renewed for the new fiscal year.

Dave's Tree Expert Co. trimmed 14 of our large trees.

Public Services (Johnston)

The Winter Reading Program for adults concluded on February 29. We saw 46 patrons participate, with 25 completing five tasks to finish the program.

During the month of February, Brian put up a display on the ends of the nonfiction shelving units for Black History Month. Included were signs and some biographies of famous African Americans, as well as some fiction books by African American authors.

Special events for February included the Card Buffet (16 in attendance), Berrien County in the Civil War (14), and Gentle Yoga and Meditation (10).

Youth (Ayres)

Non-Fiction Project

The Youth Department is currently shifting the junior non-fiction collection. We've managed to clear up space for new books and weeded out obsolete books in several sections. Mary Ann has been leading this project and is finding updated materials to refresh the collection.

School Visits – Youth Outreach

Mary Ann visited Stewart Elementary twice in February and met with 149 Kindergartners and 1st Graders. She shared books for Dental Health Month and books that she loves. Some of the featured titles were: *The Seven Chinese Sisters* by Kathy Tucker, *Guess Again?* By Mac Barrett, and *Tabitha's Terrifically Loose Tooth* by Charlotte Middleton. Mary Ann also shared some songs, handed out bookmarks, and talked about our Dial-a-Story service.

Marketing (Pratt)
Spring Newsletter

The spring newsletter was mailed to our patrons on February 25, 2020. Our e-newsletters and website have been updated with the latest edition. Paper copies are also available at the library.

NEXT MEETING: March 28, 2020

ADJOURNMENT: 4:45 p.m.

Respectfully submitted,

Pauline Yost, secretary