

LINCOLN TOWNSHIP PUBLIC LIBRARY
VIRTUAL BOARD MEETING MINUTES (via ZOOM)
MAY 19, 2020

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

ABSENT: Trustee Jennifer Cowan

CALL TO ORDER: 6:40 p.m.

APPROVAL OF THE MINUTES:

Liz made a motion, supported by Pauline, to approve the March 14, 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 March 2020 with check numbers 19551 to 19580. The motion was unanimously carried.

Pauline made a motion, supported by Megan, to approve the Treasurer's report for April 2020 with check numbers 19581 to 19612. The motion was unanimously carried.

CORRESPONDENCE:

A letter was sent to the library and board by a former library employee, Barbara Stroub. She expressed concerns about shelving issues. She is a big fan of the library and hopes this issue can be addressed. Linda thanked her for her concern and said that this issue was currently being addressed.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Five people have registered to have their names placed on the November ballot to run for the position of trustee on the board of Lincoln Township Public Library. There are spots for six trustees. The deadline to become a write-in candidate is July 24, 2020. The documentation should be filed with Lincoln Township.

b. Building, Landscape, and Technology

- i. Lincoln Township Public Library has tabled all activities related to library updates until further notice. The final payment to the architect has been submitted.

c. Operations and Staff

- i. Jessica is working with the Personnel Committee on the documentation and processes necessary for reopening the library to insure the safety of our patrons and staff. Jessica is also working with other libraries to make sure that the library is prepared to open when the Governor establishes these opening guidelines. The Board will address any new policies once they are established.

Director's Report

April 2020

Virtual Programming

Readers/Listeners Advisory

Beginning 4/8, staff began posting Book and Music reviews to our blog on Mondays and Wednesdays. Featured materials are available for free online through Freegal and OverDrive. **Reviews for April: 7.**

Teen Advisory Board

Met virtually with Hollie on 4/15 using our Zoom platform.

Virtual Story Time Read Aloud

4/24 – “The Tale of Peter Rabbit” by Beatrix Potter, read by Children’s Librarian Mary Ann (Facebook).

KaHoot! Trivia

On 4/28, we launched an online trivia challenge program using KaHoot! with the first topic “Books to Movies” (14 participants). Our Trivia Challenge is posted twice weekly on Facebook Tuesdays and Fridays; players have 3 days to login online or on their mobile phone and play before the challenge is closed and the final scoreboard presented.

Report

Temporary Online Library Cards

As of 4/9, LTPL made Temporary Online Library Cards available to keep residents and Lakeshore Schools students and educators connected to online resources. **As of April’s end, 48 digital “cards” were issued (7 of those supporting Lakeshore Schools).**

Working From Home

Once able to get our bearings, our library staff team took advantage of online training opportunities through Niche Academy to build familiarity with online tools and platforms as admin established a virtual work environment through MS Teams. To accommodate the wide spectrum of individual tech access and skills, staff are arranged into project teams to collaborate and work with combined strengths and resources. We meet weekly on Friday’s on Zoom to share updates and answer questions; on

Tuesdays I host a virtual “coffee talk” social hour for staff to be able to connect casually during quarantine.

Circulation

A total of 312 digital titles were purchased for adult, teen, and young readers. OverDrive is regularly promoted on our Facebook page.

Digital Checkouts

April 2019	18,511	April 2020	24,929
YTD 2019	76,388	YTD 2020	89,880

FOR THE GOOD OF THE LIBRARY

The meeting dates and times for upcoming service area meetings were given to the board.

NEXT MEETING: June 16, 2020

ADJOURNMENT: 7:05 p.m.

Respectfully submitted,

Pauline Yost, secretary