

**DRAFT**  
LINCOLN TOWNSHIP PUBLIC LIBRARY  
BOARD MEETING MINUTES  
JULY 21, 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

**GUEST:** Connie Weaver

**CALL TO ORDER:** 6:36 p.m.

**APPROVAL OF THE MINUTES:**

Liz made a motion, supported by Diane, to approve the June 16, 2020 regular board minutes. The motion was unanimously carried.

**APPROVAL OF THE TREASURER'S REPORT:**

Pauline made a motion, supported by Megan, to approve the Treasurer's report for June 2020 with check numbers 19638 to 19667. The motion was unanimously carried.

**GOVERNANCE AND ADMINISTRATION**

**a. President**

- i. Jessica will begin giving the board monthly library reports rather than weekly reports .
- ii. There are three new candidates for Lincoln Township Public Library plus three returning candidates for the six trustee positions on the library board.

**b. Community and Government Relations**

- i. The Friends of the Library will be setting up 2 tables in the library, along with the book store to sell books in place of the annual book sale
- ii. The projected date to start collecting book donations is September 2020.

**c. Building, Landscape, and Technology**

- i. The Facilities Committee presented a list of building recommendations to the board to consider when moving forward on a REFRESH project for the library.

Megan moved to pay the invoice dated July 13, 2020 in the amount of \$3,405.19 to the architectural firm of Daniels and Zermack, and after the final study is delivered, the board will pay the remaining balance for work completed to date in the amount of \$11,378.78. Liz seconded the motion. The motion was unanimously carried.

**d. Finance**

i. The annual audit report has been postponed.

**e. Strategic Planning**

i. A strategic planning session will be scheduled to coordinate the strategic plan with the recommendations from the Facilities Committee.

**f. Operations and Staff**

- i. The overdue policies were reviewed by the board.
- ii. Jessica discussed with the board a way to rearrange staff positions to have 3 circulation clerks and a Marketing Associate. All page positions would be eliminated. This will allow the library to effectively utilize staff without any extra cost to the library.
- iii. Jessica presented to the board a quote for executive training. She will pursue several other avenues before presenting a recommendation to the board.

Diane moved to go to a closed board meeting to discuss Jessica's annual review. Liz seconded the motion.

A roll call vote was taken: Diane-aye, Megan-aye, Liz-aye, Pauline-aye, Linda-aye. The motion was unanimously carried. The board moved to a closed session at 7:45 p.m.

The regular board meeting reconvened again at 8:00 p.m.

Diane made a motion that the board give Jessica a salary increase of 1.5% retroactive to Jessica's date of hire of September 2019. Megan seconded the motion. The motion was unanimously carried.

# Director's Report

*June 2020*

## **Director**

### **Reduced Quarantine**

With updated information and best practices recommendations, we've been able to reduce the amount of time materials are in quarantine from 7 to 3 days. Materials are checked in on the 4<sup>th</sup> morning, allowing for a quicker turnaround time.

### **The Library is Hiring!**

Two vacant Circulation Clerk positions have been filled! Joseph, who has been a page here since 2018 interviewed and will be promoted effective July 20<sup>th</sup>. We also look forward to having Liam join our team as a new hire beginning July 27<sup>th</sup>. Applicants are being reviewed for the Head of Acquisitions and Public Services position.

### **Onboarding Process Update**

The Training Checklist Circulation Staff has been re-organized and re-vamped. Using this as a model, a Base Training Checklist applicable for All Staff is drafted and includes core tech competencies. They will be utilized in the training of new hires and revised as needed based on relevance. Checklists include columns for dates when concepts are initially introduced/modeled, as well a column for follow-up when a new hire has been observed to successfully carry out a task or demonstrates understanding.

## Summer Reading

Our Virtual Summer Reading Program kicked off on Monday, June 15<sup>th</sup>. Stats as of June 30<sup>th</sup>.

	Registrations	Minutes Read
Read to Me	93	19,472
Grades K-6 <sup>th</sup>	167	53,561
Teens	87	49,771
Adult	132	53,739
<b>Total</b>	<b>479</b>	<b>176,543</b>

## CIRCULATION COUNTS

### In Building

(Library re-opened to the public Monday, June 8<sup>th</sup>)

	JUNE 2020	JUNE 2019
<b>Baroda Township</b>	321	1,215
<b>Lincoln Township</b>	4,829	11,203
<b>Royalton Township</b>	1,167	2,539
<b>Total Circulations*</b>	8,015	19,162

\* Additional borrowers contributing to circulation counts include reciprocal borrowers from Bridgman, Berrien Springs, St. Joseph libraries, as well as paid-fee cards.

### Digital Circulation

	2020	2019
<b>Month of June</b>	23,629	19,435
<b>YTD to June</b>	138,812	114,982

**FOR THE GOOD OF THE LIBRARY**

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

**NEXT MEETING: September 15, 2020**

**Adjournment: 8:15 p.m.**

**Respectfully submitted,**

**Pauline Yost, secretary**