

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
JUNE 16. 2020

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

GUESTS: Joe Thomas, Connie Weaver, candidates for trustee of Lincoln Township Public Library

CALL TO ORDER: 6:30 p.m.

APPROVAL OF THE MINUTES:

Liz made a motion, supported by Diane, to approve the May 19, 2020 regular board minutes. The motion was unanimously carried.

APPROVAL OF THE TREASURER'S REPORT:

Pauline made a motion, supported by Jenny, to approve the Treasurer's report for May 2020 with check numbers 19613 to 19637. The motion was unanimously carried.

CORRESPONDENCE:

A patron sent a letter to Carol Reigle, President of the Friends of the Library. The patron was concerned about the increase in fines on CDs and DVDs. The Personnel committee will respond to the patron.

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. Community and Government Relations

- i. Liz made a motion, seconded by Megan, to approve the renewal of the library service contract with Royalton Township. The motion was unanimously carried.
- ii. The Friends of the Library donated \$8400 toward the summer reading program.

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

- i. The Facilities Committee met on Friday, June 12, 2020. They discussed upcoming repairs of the courtyard walls, the status of the vending machines, storage issues involving book donations and potential book sales.

d. **Operations and Staff**

- i. Jessica reported on the first week statistics with the reopening of the library. She reported that the automatic book count has been shut down for the time being since returned materials need to be quarantined for a week. Jessica will give weekly updates concerning the reopening progress.

Director's Report

May-June 2020

Virtual Programming

Teen Advisory Board

Met virtually on May 15th (15 participants). We celebrated our graduating members and discussed their future plans. We shared what we are reading and discussed an idea for the next teen book group. The group is going to work on tutorials and book reviews before the next meeting. There was interest in starting group online gaming on STEAM with the board game RISK. We are going to explore that. We covered more of the online resources available on the library's website.

Virtual Story Time Read Aloud

- 5/24 - FB Live Adult Virtual Story Time - a reading by Brian from David McCullough's "The American Spirit." (132 engagements!)
- 5/30 - FB Live Adult Virtual Story Time - a reading by Brian from John Eisenberg's "The Streak." (46 engagements)

Summer Reading Program Development

Just as in years past, the month of May saw the Youth team focused on finalizing the setup on the new Beanstack Platform, providing Staff Training and cheat sheets, program materials, and prize kits. They also finalized the program line-up for the summer and began assembling participation kits, incentive kits, etc.

KaHoot! Trivia

- 5/1 - Animals: 21 participants
- 5/4 - Star Wars: 13 participants
- 5/7 - Sports: 9 participants
- 5/12 - Chronicles of Narnia: 6 participants

- 5/15 - Library History: 8 participants
- 5/19 - Disney: 18 participants
- 5/22 - Michigan History: 11 participants
- 5/26 - Food Trivia Challenge: 14 participants
- 5/29 - American History Trivia Challenge: 8 participants

Report

Temporary Online Library Cards

In April, LTPL made Temporary Online Library Cards available to keep residents and Lakeshore Schools students and educators connected to online resources. **As of May's end, 55 digital "cards" were issued (8 of those supporting Lakeshore Schools).**

Reopening Preparation

Staff were recalled to the building Tuesday 6/2 following the Governor's announcement of lifting the stay at home order and that Libraries may reopen Monday, June 8th. A screening process was implemented for staff, required daily prior to entry into the building. Staff reported to the building from 10am-6pm Tuesday thru Saturday. A Task List was posted for staff to refer to for assignments delegated or sign-ups so all staff had something to work on toward preparation efforts. Training individually or small groups and communications also commenced covering new procedures and protocols for cleaning, returned item quarantine, and curbside services, and adjustments to circulation.

First Week ReOpen by the Numbers

Patron Visits Mon-Sat: 587

Curbside Orders: 6

Approx. percentage of returned items: estimate 25% of materials returned (from 7,779 checked out at time of public closure.)

Digital Checkouts

May 2019	19,159	May 2020	25,303
YTD 2019	95,547	YTD 2020	115,183

BOARD ACTIONS ON PLANNING ACTIVITIES

Liz suggested that the board look at the current library hours and determine if they need to be adjusted due to the changes of patron traffic.

FOR THE GOOD OF THE LIBRARY

The Board and the community recognize the effort of the staff to prepare for the library reopening.

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

NEXT MEETING: July 21, 2020

ADJOURNMENT: 7:00 p.m.

Respectfully submitted,

Pauline Yost, secretary