

DRAFT
LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES (HYBRID)
OCTOBER 20, 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: Kim True, Suellen Klein, Marcia Bednar, Connie Weaver, Joe Thomas

CALL TO ORDER: 6:30 p.m.

APPROVAL OF THE MINUTES:

Diane made a motion, supported by Megan, to approve the September 15, 2020 minutes. The motion was unanimously carried.

APPROVAL OF THE TREASURER'S REPORT:

Liz made a motion, supported by Pauline, to approve the Treasurer's report for September 2020 with check numbers 19734 to 19763. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. President

- i. Three of the current board members are running for reelection in November. There are four candidates running for the three remaining spots. These four introduced themselves and told a little about themselves and their background. They are Connie Weaver, Suellen Klein, Marcia Bednar, and Joe Thomas.
- ii. Kim True was recently hired at Lincoln Township Public Library as the Head of Acquisitions and Public Services. She introduced herself to the board.
- iii. Diane made a motion, supported by Liz, that Megan and Jenny be appointed to the nominating committee to recommend the steering committee members. The motion was unanimously carried.
- iv. Jenny made a motion, supported by Megan, to approve the Board calendar for 2021. The motion was unanimously carried.

b. Community and Government Relations

- i. The Friends of the Library are continuing their indoor sales. The sales have been steady. Books are replenished on a weekly basis.
- ii. The Friends are also collecting book donations. The donations are collected curbside on the 1st and 3rd Tuesdays and Fridays between 1 p.m. and 3 p.m. This will run through November when the Friends will assess the results.

c. Building, Landscape, and Technology

- i. An architect update will be presented to the board in January 2021 based on Option B.
- ii. Jessica updated the board on the electronic gates. The library has been working with Bibliotheca to resolve operating issues. The software has been updated, but warranty needs to be reinstated. This requires an in-person inspection. Jessica is looking into a back-up system.

d. Finance

- i. Liz made a motion, supported by Jenny, to accept the letter as required by the Lincoln Charter Township to levy the maximum millage allowed on the 2020 rate. A roll call vote was taken: Linda-aye, Megan-aye, Liz-aye, Pauline-aye, Diane-aye, Jenny-aye. The motion was unanimously carried.
- ii. Liz gave a brief explanation of the Treasurer's report.
- iii. After a discussion of the Future Needs Account Report, Diane made a motion, supported by Megan, to move \$550,160 from retained earnings to the Future Needs Account as presented in the proposal. The motion was unanimously carried.

e. Operations and Staff

- i. Liz made a motion, supported by Pauline, to approve the COVID-19 Preparedness and Response Plan. The motion was unanimously carried.
- ii. Jenny made a motion, supported by Diane, to approve the Library Reopening Policy. The motion was unanimously carried.
- iii. Liz made a motion, supported by Jenny, to approve the Lincoln Township Public Library Holiday and Closures for 2021 as presented to the board. The motion was unanimously carried.
- iv. Linda thanked Diane, Liz, and Pauline. They are not seeking another term.

Liz made a motion, supported by Pauline to go to a closed board meeting to discuss the director’s review. A roll call vote was taken: Linda-aye, Megan-aye, Liz-aye, Pauline-aye, Diane-aye, Jenny-aye. The motion was unanimously carried.

The closed board session started at 7:30 p.m.

Pauline made a motion, supported by Liz, to return to the regular board meeting. A roll call vote was taken: Linda-aye, Megan-aye, Liz-aye, Pauline-aye, Diane-aye, Jenny-aye. The motion was unanimously carried.

The closed board session ended at 8:00 p.m. The regular board session reconvened immediately after.

- v. Diane recommends and moves that the financial package for the director remains the same as the 2019-2020 financial package. At this time there will be no increase in salary or vacation time. Megan supported the motion. The motion was unanimously carried.

Director’s Report

Month of September 2020

- Hired - Head of Acquisitions and Public Services
- Posted - Cataloging
- Reviewing applicants - Circulation Clerk

| Patron Counts | September | August | July | June |
|----------------|-----------|--------|-------|-------|
| Library Visits | 4,068 | 4,064 | 3,798 | 2,408 |

| | 2020 | 2019 |
|-------------------------------|-----------|------------|
| New Cards Issued | | |
| Adult – Resident | 40 | 58 |
| Adult – Nonresident | 8 | 28 |
| Child – Resident | 9 | 30 |
| Adult – Nonresident | 1 | 2 |
| Other (Staff, Temp, Doorstep) | 0 | 0 |
| Total ADDED | 58 | 118 |

| | | |
|----------------------|---------|-----------------------------------|
| Total ACTIVE Patrons | 14,195* | 5,513 (active); 13,475 (incl exp) |
|----------------------|---------|-----------------------------------|

** all cardholders on record, active and expired were renewed to 5/31/2021 due to COVID*

| | | |
|---------------------------|---------------------|---------------------|
| Holds | | |
| Number of Holds Fulfilled | 497 | 884 |
| Average Days on Hold | <i>(in process)</i> | <i>(in process)</i> |

| | | |
|----------------------------------|--------|--------|
| Circulation - In Building | | |
| Baroda Township | 947 | 947 |
| Lincoln Township | 7,835 | 7,835 |
| Royalton Township | 1,970 | 1,970 |
| Total Circulations* | 14,554 | 14,554 |

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

| | | |
|------------------------------|---------|---------|
| Circulation – Digital | | |
| September | 20,925 | 19,491 |
| YTD | 205,928 | 175,346 |

| Programs | Number | Attendance* |
|------------------|---------------------|--------------------|
| Adult | 7 | 452 |
| Teen | 2 | 12 |
| Children's | 5 | 102 |
| Dial A Story Use | <i>(in process)</i> | |

**Attendance for virtual programs vary widely based on platform: live attendance vs # views by end of a given period.*

Collections

| | |
|---------------------|---------------------|
| New Materials Added | <i>(in process)</i> |
|---------------------|---------------------|

| | |
|-----------------------------|---------|
| Books (print) in Collection | 85,764 |
| Total Collection | 106,271 |

FOR THE GOOD OF THE LIBRARY

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

NEXT MEETING: November 17, 2020

Adjournment: 8:06 p.m.

Respectfully submitted,

Pauline Yost, secretary