

LINCOLN TOWNSHIP PUBLIC LIBRARY
VIRTUAL BOARD MEETING MINUTES
SEPTEMBER 15, 2020

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

GUESTS: James Scarpone, Deb Christensen

CALL TO ORDER: 5:32 p.m.

APPROVAL OF THE MINUTES:

- i. Liz made a motion, supported by Diane, to approve the July 21, 2020 regular board minutes. The motion was unanimously carried.
- ii. Jenny made a motion, supported by Liz, to approve the August 27, 2020 special board minutes. The motion was unanimously carried.

APPROVAL OF THE TREASURER'S REPORT:

- i. Pauline made a motion, supported by Diane, to approve the Treasurer's reports for July and August 2020 with check numbers 19668 to 19733. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. Finance

James Scarpone of Scarpone & Company, P.C. presented the audit of the library for the fiscal year which ended March 31, 2020. The library is financially sound. Deb Christensen does an excellent job and the books are in excellent order.

Liz made a motion, supported by Jenny, to accept the 2019-2020 audit report as presented by Mr. Scarpone. The motion was unanimously carried.

b. Community and Government Relations

Along with the bookstore inside the library, the Friends have set up two tables in the library to sell donated books. The Friends will also establish a schedule to once again begin accepting donations from the public starting in October.

c. Building, Landscape, and Technology

Jenny made a motion, supported by Diane, that Seth Penschansky of Daniels & Zermack Architects provide a full report to the board on Option B of the three options his firm has developed for Lincoln Township Public Library. The motion was unanimously carried.

d. Operations and Staff

- i. The final report of the Director's review will be presented at the October board meeting.
- ii. COVID-19 policies and plans were discussed and finalized. Diane made a motion, supported by Liz, to approve the COVID-19 Preparedness and Response Plan. The motion was unanimously carried.
- iii. The library attorney will look over the revisions made to the Library Reopening Policy. The final document will be presented to the board at the October meeting.

Director's Report

August 2020

Director

Weeding Logistics Determined

In preparing for the library's first collection weed since the implementation of RFID in 2014, physical logistics were discussed with key staff and the Friends of the Library, to determine communication and workflows, as well as storage and next steps for weeded materials. Potential vendor contracts for material removal (of items not selected by the Friends for sales) were reviewed before signing on with Better World Books. In completing a pilot weeding project with the Adult CD Collection, a step-by-step process is now documented for proper weeding to take place, both physically and digitally in the library's current integrated system.

Management Update

Four candidates were interviewed for the Head of Acquisitions and Public Services position.

Summer Reading

First Virtual Summer Reading Event

The show must go on! In response to COVID-19, we launched our first virtual summer reading event that enabled all participants to connect online, call in, or report in-person their progress reading for our various reading challenges for all ages.

CHALLENGE GROUP

SIGN UPS

COMPLETED

MINUTES READ

Read to Me

114

38

67,531

Grades K-6th

189

83

150,936

Teens

107

62

125,693

Adults

150

62

114,258

TOTALS

560

245

458,418

CIRCULATION COUNTS

In Building

Digital Circulation

AUG 2020

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

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Baroda Township

982

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Lincoln Township

7,663

Royalton Township

2,196

Total Circulations*

14,549

Aug 2019

20,389

Aug 2020

22,689

YTD 2019

155,855

YTD 2020

185,003

FOR THE GOOD OF THE LIBRARY

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

NEXT MEETING: October 20, 2020

ADJOURNMENT: 7:00 p.m.

Respectfully submitted,

Pauline Yost, secretary