

DRAFT
LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES DEC 1. 2020

PRESENT: President Megan Yore-Norbey, Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Joe Thomas, Trustee Connie Weaver, Trustee Suellen Klein, Director Jessica Ishmael

GUESTS: Elizabeth Schiman

CALL TO ORDER: 6:35 p.m. Outgoing President Linda Stocker presided over meeting and incoming president Megan Yore-Norbey will assume that role in 2021.

APPROVAL OF THE MINUTES:

Jenny made a motion, supported by Megan, to approve the October 20, 2020 minutes. The motion was unanimously carried.

Jenny moved for the Approval of the closed meeting minutes from the October 20, 2020 meeting and seconded by Suellen. Motion carried unanimously.

APPROVAL OF THE TREASURER'S REPORT:

Megan made a motion, supported by Connie, to approve the Treasurer's report for October 2020 with check numbers 19764 to 19802. The motion was unanimously carried.

GOVERNANCE AND ADMINISTRATION

a. Election of Officers

A recommendation was made to install the following officers for 2021:

Megan Yore-Norbey - President
Linda Stocker - Vice President
Jenny Cowan - Treasurer
Joe Thomas - Secretary

Motion was made by Connie and seconded by Suellen to approve these 4 officers. Motion carried unanimously.

Motion made by Megan and seconded by Suellen to approve committee assignments as outlined in the board packet. Those assigned persons are listed below in parentheses. Motion carried unanimously.

b. Community and Government Relations (Connie & Suellen)

The Friends of the Library are continuing their indoor sales. The sales have been steady and have netted over \$2000 to date. All board members are encouraged to join Friends of Library.

c. Building, Landscape, and Technology (Joe & Connie)

1. An architect update will be presented to the board in January 2021 based on Option B.
2. Jessica updated the board on the electronic gates. They have been repaired under Warranty and are working well now. Past months counts are valid since they were monitored and patrons manually counted.
3. Phone system updates and being studied with roughly \$30K earmarked for use.

d. Finance (Jenny & Linda)

Motion made by Jenny and second by Suellen "Per GASB 54, tax money received from this fiscal year's tax assessment is committed for next fiscal year's use."

e. Operations and Staff (Linda & Jenny)

Motion made by Joe and second by Connie to Approve Option 2 proposal from Skillblenders to work with them on Executive and Leadership Coaching Process for Library Director. Motion carried unanimously. Megan will work closely with Skillblenders and Jessica on this process.

f. Strategic Planning and Marketing (Suellen & Joe)

APPROVAL OF LTPL BOARD OF TRUSTEES ARTICLE IV BY-LAWS CHANGES:

Motion made by Jenny and second by Connie to Remove "Is a signatory on all financial documents and checks." from Section 8.1 President duties. The motion unanimously carried.

Motion made by Jenny and second by Connie to Add "Is a signatory on all financial documents and checks." to Section 8.2 Vice President duties. The motion unanimously carried.

Motion made by Jenny and second by Suellen to Remove "Is a signatory on all financial documents and checks." from Section 8.4 Secretary duties. The motion unanimously carried.

Note the Treasurer 8.3 responsibilities will not change.

These changes were made to make transactional work less complicated with only 2 signatures now required instead of 3 previously.

g. Director's Report (Jessica)

Director (Ishmael)

New Hires

We are excited to welcome two new members to the LTPL Staff Team beginning Dec 2: Cathy will be our newest Circulation Clerk; she joins us with 14 years' experience at a previous library in circulation. She has expressed she is looking forward to working with a community again. Marcy will be our newest Cataloging Clerk. She has 8 years' experience as a school librarian, so not only does she bring hands on experience with cataloging, but it is specific to children's collections as well. We are very excited to have them join us!

Gates & Entry

Library gates are under warranty and access to statistics have been restored. This, and current trends in patron visits has allowed us to retire the Greeter station and resume entry/exit at our main entry.

Administrative Assistant (Christensen)

IBID County Electric replaced various light ballasts, inspected the emergency lights and exit signs and replaced needed battery packs.

Boelcke Heating & Air Conditioning performed the quarterly inspection of our six rooftop units. Various belts, an igniter, an inducer and motor sheave were replaced.

Creative Landscaping did the final fall clean-up of our plant beds.

Public Services (True)

After my first 60 days here at LTPL, I understand why this library has such a sterling reputation in the county. The Director and fellow staff members have been accommodating, patient, and kind during my transition. I'm very grateful to be working alongside each and every one of them and look forward to continuing to grow in my role.

I am revisiting, streamlining, and updating procedures for our Circulation Desk as well as implementing a checklist for Off-Desk and Back-Up Duties.

In light of the serious situation, we continue to face as the cases of COVID-19 rise, I requested all staff anonymously participate in a survey regarding their feelings towards the virus, the safety of themselves as well as patrons, and what our role in the community should be at this time.

For the Good of the Library

a. Upcoming Service Area Meetings:

Royalton Township: Monday, December 14th | Second Mondays at 7pm 980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, December 8th | Second Tuesdays at 7pm 2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, December 9th | Second Wednesdays at 6:45pm 5768 Saint Joseph Avenue

Stevensville, 49127 Baroda Township: Monday, December 21st Third Mondays at 7pm 9091 1st Street, Baroda, 49101 Adjournment: Next meeting January 12, 2021.

NEXT MEETING: JANUARY 12, 2021

Adjournment: 7:45 pm

Respectfully Submitted

Joe Thomas, Secretary