

**LINCOLN TOWNSHIP PUBLIC LIBRARY  
VIRTUAL BOARD MEETING MINUTES JANUARY 19, 2021**

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

**ABSENT:** Jennifer Cowan, Treasurer

**GUESTS:** Elizabeth Schiman, Pauline Yost, Seth Penchansky of Daniels & Zermack Architects

**CALL TO ORDER:** 6:30 p.m. by President Megan Yore-Norbey.

**APPROVAL OF THE MINUTES:**

- a. The minutes for December 1, 2020 were amended by adding, that Pauline Yost and Elizabeth Schiman are to be removed as signatories. Suellen made a motion, supported by Connie. The motion was unanimously carried.

To approve the December 1, 2020 minutes as amended. The motion was made by Suellen and supported by Connie. The motion was unanimously carried.

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

Megan made a motion, supported by Connie, to approve the Treasurer's report for November and December with check numbers 19803 - 19876. The motion was unanimously carried.

**CORRESPONDENCE**

Jessica reported that a donation of books had been made to and received by Hollywood Elementary. A very nice Thank You to the Lincoln Township Library was received.

**GOVERNANCE AND ADMINISTRATION**

**a. President**

- i. All Trustees were reminded that they need to review the Board Code of Ethics (found at the end of Tab 4 in their new binders) and to sign, date, and return the copy provided in their mailboxes to the library Director by January 22, 2021.

**b. Community and Government Relations**

- i. Friends of the Library collected \$686 during the month of November and are awaiting the total for December. The next meeting of the Friends of Library will be January 26. Anyone wishing to attend the virtual meeting can email or message Jessica for a link to the meeting.
- ii. Book Donations are on hold until further notice.

**c. Building, Landscape and Technology**

- i. **Architect Update – Final Report Presentation**  
Seth Penschansky from Daniels and Zermack Architects firm made a detailed presentation to the board of the Library Needs Assessment and Conceptual Design Study.
- ii. **Phone System** - The new revised phone system upgrade Request For Proposal, was presented to the board by Jessica. A motion was made by Linda and seconded by Suellen to accept the RFP and have it sent out and published. The motion was unanimously carried. Jessica will place ads in papers and make calls as needed to facilitate this process.

**d. Finance**

- i. At the February board meeting a review of the preliminary budget for fiscal year 2021-2022 will be discussed.

**e. Strategic Planning**

- i. Review of current Strategic Plan scheduled for March board meeting.

**f. Operation and Staff**

- i. A bylaw review for all the trustees is also planned. Any suggested changes you might want added to the binder should be sent to Linda Stocker by the end of January or early February. Potential changes to be discussed at the February board meeting.

**g. Director's Report**

**Director (Ishmael)**

**December Projects** - Last month we began work on our Annual Report to the State, held End of Year Performance Evaluations with the staff, and on boarded two new team members.

**Reaching Normalcy** - While reviewing recent statistics, I am excited to share with our board and community:

**Circulation:** In October and November we attained 'normal-level' stats for circulation. In December, we reached the highest circulation count in 5 years for the month, surpassing previous record of 13,623 in December 2019.

**Programs:** In December 2019, we hosted 25 programs with attendance count of 942. In December 2020, we held 16 virtual and make-and-take programs with an attendance of 1,042!

**Administrative Assistant (Christensen)**

Vanguard Fire & Security had to replace a malfunctioning DACT card on our fire system panel. They also did the annual inspection of our fire suppression system, including a pre-action inspection, and a backflow preventer inspection. The backup batteries were

replaced in the panel, also. AT&T had to replace one of two of the phone lines to the panel required for monitoring the system.

TLS Docks did a preventative maintenance visit to check our book drops including the hydraulics, rollers, etc. They removed several library collection items that had fallen under the platforms.

### **Public Services (True)**

In conjunction with our Adult Librarian, Brian, I have begun brainstorming virtual programming for this spring and summer that will highlight Harbor Country businesses, restaurants, and creators and facilitate fun, interactive learning opportunities for our community.

I am pleased to welcome aboard my first new hire, Cathy Grezlik. She comes to us with many years of professional experience and has already proven to be a true asset to our Circulation team.

After compiling responses from our staff survey, we have been able to make adjustments and accommodations in order to create a safe and comfortable work environment for our staff members. This has included extra safety precautions when staff are unable to social distance due to assigned duties and scheduling adjustments to create more social distancing between staff.

### **Youth Services (Ware)**

**Christmas Cooking Grab Bags** were handed out to teens and young adults up to age 25 in preparation for our Adulting 101: Christmas Cooking Zoom event on 12/22. The online event included discussion and a video of Hollie and Vicki demonstrating some of the recipes included in the bag. The video is on the library's Facebook and YouTube pages for others to view as well.

Our **Creation Station to Go Take-and-Make** activities are becoming quite popular, with many patrons now making a point of stopping by the Youth Services Desk to ask about them. We handed out over 265 activities during the month of December.

Brandon, Peggy, and Mary Ann have **completed the initial weeding** of all but the Junior Non-Fiction collection and are working on inventorying and cleaning up the records in our catalog for these collections.

## **OPEN OPPORTUNITIES**

### **FOR THE GOOD OF THE LIBRARY**

The next Trustee Training 101 webinar will be available on March 10. Jessica will send registration information to all board members.

### **Upcoming Service Area Meetings:**

Royalton Township: Monday, February 8th | Second Mondays at 7pm

980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, February 9th | Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, February 10th | Second Wednesdays at 6:45pm  
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, February 15th | Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

**NEXT MEETING: FEBRUARY 16, 2021**

**Adjournment: 7:55 pm**

**Respectfully Submitted**

**Joe Thomas, Secretary**