

## LINCOLN TOWNSHIP PUBLIC LIBRARY

VIRTUAL BOARD MEETING MINUTES February 16, 2021

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

ABSENT: None

GUESTS: Steve Scicchitano, Jane Chronister of DEMCO, Inc

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

There were no public comments nor additions to the agenda.

### APPROVAL OF THE MINUTES:

Connie made a motion, supported by Linda, to approve the minutes for January 19, 2021 as written. The motion was carried unanimously.

### APPROVAL OF THE TREASURER'S REPORT:

Megan made a motion, supported by Linda, to approve the Treasurer's report for January with check numbers 19877-19904. The motion was unanimously carried.

### CORRESPONDENCE

There was no correspondence reported.

### GOVERNANCE AND ADMINISTRATION

#### **President**

Secretary Joe Thomas has resigned from the LTPL Board due to personal reasons. Megan expressed appreciation for his support of the Library during his time on the Board.

Jenny made a motion, seconded by Connie, to accept Joe's resignation. The motion was unanimously carried.

Connie made a motion, seconded by Linda, to appoint Suellen as Secretary of the LTPL Board of Trustees to complete Joe's term. The motion was unanimously carried.

The current vacancy on the Board is advertised on the LTPL website, social media, and at the library.

## **Community and Government Relations**

Friends of the Library collected \$700 during the month of December from book sales.

Book Donations are on hold until further notice.

A designated space for Friends volunteers has been identified in the staff area and will be available before April.

## **Building, Landscape and Technology**

Library Needs Assessment and Conceptual Design Study - Steve Scicchitano and Jane Chronister of DEMCO, Inc presented two options of library updates ('refreshment') to the board. Jessica will continue communicating with Steve and Jane to refine options based on feedback received from the Board.

Phone System - The Request For Proposal bids was published. Three companies have expressed interest. Jessica anticipates a presentation to the subcommittee on March 2.

## **Finance**

Jenny presented the preliminary FY 2021-2022 budget. Anticipated changes from the current year's budget were explained. The finalized budget will be approved at the March board meeting.

## **Strategic Planning**

Review of current Strategic Plan scheduled for March board meeting.

## **Operation and Staff**

Linda reported receiving no suggestions for changes of bylaws. Consequently, the current bylaws stand as written.

Jessica and Jenny reported that the Marketing Position is on hold due to anticipated budgetary constraints.

## **Director's Report**

Director (Ishmael)

Jessica announced Deb Christiansen's promotion to the management level position Head of Finance and Operations. LTPL is fortunate to have had Deb's talents and dedication for many years. Please share your congratulations with Deb.

Black History Month – Throughout February, the Library is honoring significant historical figures from the Black Community. A different person is featured and pictured each day on our Facebook page; a scavenger hunt activity is set up in the children’s department, and book and media displays abound throughout the Library.

Professional Development – Since late fall, I’ve been taking advantage a promotional trial of Hodges Institute, an online leadership coaching resource. There are three phases (Self-Leadership, Team Leadership, and Applied Leadership), each broken down into elements via modules released weekly. Each module consists of a 30 min video presentation, skill integration walk-throughs with journal log, and follow up. So far I have completed the first two phases. This resource has been very engaging, challenging, and is helping me to approach my work relationships with greater awareness, intention, and tangible strategy.

Hours Survey - The library is seeking patron feedback about how well our current service hours are meeting patron needs. Paper surveys are available in the library and an online version of the survey is available through our website homepage. The survey should take no more than 3-5 minutes to complete and share their comments. The survey will be available through the end of February and a summary of responses will be reported in March.

#### Administrative Assistant (Christensen)

- Attended a webinar on MIOSHA.
- Preparing next steps for book drop maintenance.
- Prepared documents for annual budget proposal.

#### Public Services (True)

We continue to prioritize re-shelving materials and are working to create a better system to expedite damaged/to-be-repaired items.

I’ve been educating myself with webinars focusing on virtual programming, inclusivity and diversity in libraries, wellbeing resources for small/rural libraries, as well library/community-centric marketing campaigns. I hope to use what I’ve learned and implement these ideas into our own library in the coming months.

#### Youth Services (Ware)

We continue to be pleasantly surprised by the number of patrons who volunteer how grateful they are for what we are able to provide during these challenging times. Having someplace to look forward to visiting, being able to select a “real” book for themselves, and/or picking up a take-home activity mean a lot.

In honor of Black History Month, our January 28th tween book club featured the 2011 Newbery Award winning *One Crazy Summer* by Rita Williams-Garcia. Participants in the bi-monthly group received a free copy of the book and a packet of related activities to enjoy at home. Seven of the eleven kids registered logged in to discuss the book via Zoom. Our Peggy Clore, a former middle school English teacher, does a wonderful job facilitating this group.

Teens tried to solve riddles and find answers in our Shapeshifter Virtual Escape Room during the month of January. This was the library's first virtual edition of an escape room. Teens who successfully escaped were entered into a drawing for a gift card. Six teens participated.

### **Open Opportunities**

Jessica reported that a patron survey of library hours is in process. The analysis of the survey results will be presented in March.

The Personnel subcommittee is meeting this week to work on revising the Performance Evaluation Form (Staff & Director).

Jessica reported that the Relabeling Project is in its developmental phase. A future report will outline the standards adopted and the implementation plan.

Megan indicated that all invited participants have completed the survey related to Executive Coaching.

Jessica reported the weeding process of library materials is underway.

Megan reported that resources facilitating trustee onboarding are now available online.

### **For the Good of the Library**

Upcoming Service Area Meetings:

Royalton Township: Monday, March 8th | Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085

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

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

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

**Next Meeting: March 16, 2021**

Adjournment: 7:50 pm

Respectfully Submitted,  
Suellen S. Klein, Secretary