

DRAFT

LINCOLN TOWNSHIP PUBLIC LIBRARY

VIRTUAL BOARD MEETING MINUTES April 20, 2021

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

Absent: None

CALL TO ORDER: 6:33 p.m. by President Megan Yore-Norbey.

Public Comments: Connie related a contact with a dissatisfied patron. Connie and Jessica will discuss the situation and report back to the Board next meeting.

Additions to Agenda: None

Approval of the Agenda:

- a. Connie made a motion, seconded by Jenny, to approve the minutes of March 16, 2021 as written. The motion was carried unanimously.
- b. Linda made a motion, seconded by Suellen, to approve the Treasurer's report for March with check #19930-19974. The motion was unanimously carried.
- c. Correspondence: None

Governance and Administration:

President – Megan reported that following consultation with the library's lawyer, Megan and Jenny would comprise the Ad Hoc Recruitment Committee. They interviewed five excellent candidates for the Board vacancy, any of whom would be an asset to the Board. Their recommendation is to invite Dr. Elizabeth Carlson to join the Board. Linda made a motion, seconded by Connie, to accept the recommendation of the committee. The motion was unanimously carried.

Community and Government Relations:

- a. Friends are planning a bag sale of books on May 7 & 8. Interested patrons will sign up for time slots to maintain social distancing guidelines. Publicity is being formulated by the library staff.
- b. Book donations will be accepted following the sale beginning May 10th.

Building, Landscape, and Technology:

- a. Building "Refresh" Update
 - i. Jessica reported that the staff have completed a silent auction of used library

furniture. The public silent auction of remaining items begins May 3rd.

ii. Develop concept design for staff area.

iii. RFPs will be developed for project management, carpeting, painting, shelving and furnishing estimates.

b. Phone System Update

Jessica reported that the phone system change proceeded very smoothly. See Director's Report.

Finance:

Review of Future Needs Account

Jenny reported that the new telephone system was paid for from the equipment account of the budget for fiscal year 2020/21. Jenny made a motion, seconded by Linda, that the amount of \$30,000 that had been designated for the telephone system in Future Needs 2021/22 be added to the carpet/paint item in Future Needs 2021/22. The motion was unanimously carried.

Strategic Planning

Strategic Plan Next Steps

Jessica suggested a pause in strategic planning committee work at this time due to 1) the ongoing building refresh and 2) the onboarding of a new Board member who will participate in the Strategic Planning sub-committee. This suggestion met with unanimous agreement.

Linda complimented and thanked Jessica for following up with Dave Medema after his input at the March Board meeting. The follow up resulted in saving the library \$500.00.

Operations and Staff

a. Hours Survey

Jessica reported that the library has received 156 survey responses (39%) of goal. Strategies were suggested to increase participation in the survey.

b. Letter of Understanding – Floating Holidays

Jessica explained the purpose of the Letter of Understanding. Jenny made a motion, seconded by Suellen, to accept and adopt the Letter of Understanding between AFSCME Local 2757.05 and Lincoln Twp. Public Library. The motion was unanimously carried.

Director (Ishmael)

Phone Upgrade – project completed ahead of schedule on April 7th. Training sessions were provided to staff, new phones put into place throughout the building, and lines ported over with a 'downtime' of only two minutes. Our library appreciates of the level of service and communication that IEC has continued to demonstrate. Features our patrons will appreciate:

- **Music while on hold**
- **No busy signal**
- **Caller ID Consistency**

Executive Coaching – commenced work with Skillblenders. Thus far, a full review of the responses and results of the 363 [evaluation] has been completed, and from that I have drafted objectives for my development. Currently I am working on crafting a Leadership Legacy statement that will help define and guide key decision-making and how I lead.

1st Quarter Check Ins - completed quarterly check-Ins with all direct reports. Introduced updated performance evaluation form and collected feedback; discussed and set SMART goals and projects for the year.

Finance and Operations (Christensen)

End of current fiscal year processes have commenced.

Our annual building and property insurance policy is renewed with the Michigan Township Participating Plan for the new fiscal year. The public official bonds for the positions of Treasurer, Head of Finance and Operations, and Director have been renewed for the usual three years.

Building maintenance information:

- Since Dave's Tree Expert Co. trimmed our large trees last year, they state that we are in good shape for this year.
- Automatic Door Service did the annual preventative maintenance for our front doors; we needed one power arm replaced.
- Creative Landscaping did the initial spring clean-up of our plant beds.

Public Services (True)

Completed quarterly check-Ins with all direct reports.

Facilitated first Marketing team meeting with the goal to create a concise, streamlined, and cohesive social media aesthetic for LTPL.

Attended three-day mental health and wellness conference for library workers (BLOSSOM: Building Life-Long Opportunities for Strength, Self-Care, Outlook, Morale and Mindfulness) and look forward to implementing some of these practices for our staff.

Youth Services (Ware)

Between late February and April 4, the Youth Services team handed out a whopping 433 take-and-make activities for kids 2-12. Most of the supplies needed to create our Creation Station To-Go activities are coming from things we already have on hand. This in turn is helping clean up the youth services storage areas.

We celebrated the February 18th landing of the Perseverance rover on the planet Mars with space themed games that taught perseverance and shared information about accessing other related activities on the NASA website.

To celebrate March as reading month, we offered older kids magnetic bookmarks and notebooks for logging their reading. Younger children received a variety of literacy-based activities compliments of The Library of Michigan.

In the two weeks prior to Easter, we offered the older kids a DIY ice tie-dyeing facemask kit. The preschoolers received a watercolor-your-own Easter egg picture. Each picture had a hidden surprise (a picture drawn with white wax) added by our Kelly Duffer.

1. Open Opportunities

- a. Revised Performance Evaluation Form (Staff and Director) (Complete)
- b. Relabeling Project (end date 8/31)
- c. Executive Coaching (end date 5/31)
- d. Weeding (end date 5/31)
- e. Trustee Onboarding (end date 7/31)

2. For the Good of the Library

a. Upcoming Service Area Meetings:

Royalton Township: Monday, May 10th | Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, May 11th | Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, May 12th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, May 17th | Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Next Meeting: May 18th, 2021

Adjournment: 7:10 pm

Respectfully Submitted,
Suellen S. Klein, Secretary