

## LINCOLN TOWNSHIP PUBLIC LIBRARY

### VIRTUAL BOARD MEETING MINUTES March 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: Dave Medema, Medema Consulting Associates, LLC

CALL TO ORDER: 6:34 p.m. by President Megan Yore-Norbey.

**Annual Meeting:** Suellen made a motion, seconded by Linda, to open the Annual meeting. The motion was unanimously passed.

Jenny made a motion, seconded by Linda, to approve the proposed budget for the fiscal year 2021-2022. The motion was unanimously passed.

Linda made a motion, seconded by Connie, to close the Annual meeting. The motion passed unanimously.

**Public Comments:** None

**Additions to Agenda:** Finance - Recommendation concerning auditor

#### **Approval of the Agenda:**

a. Jenny made a motion, seconded by Connie, to approve the minutes of February 16, 2021 as written. The motion was carried unanimously.

b. Suellen made a motion, seconded by Connie, to approve the Treasurer's report for February with check numbers 19905 to 19929. The motion was unanimously carried.

c. Correspondence

i.

There are four applicants for the Board vacancy. Megan, Jenny, and Suellen will interview the candidates and report back to the Board at the next meeting.

ii. MCDA (Michigan Cooperative Directors Association) informational letter to Trustees shared with all Board members as educational piece.

iii. Patron emailed compliment on new children's books. Kudos to our wonderful staff!

#### **Governance and Administration:**

**President** - The Board agreed to meet in a hybrid mode for April with both in-person and remote options available. Jessica will assure the technology for the remote option.

#### **Community and Government Relations:**

Jessica reported that the Friends Book Sale in January resulted in \$679.00 profit. An annual sum of book sales was requested and will be provided at next month's meeting. Acceptance of book donations will begin April 5. Carol Reigle is contacting high school students to assist when books are moved from quarantine starting April 12.

### **Building, Landscape, and Technology:**

#### **a. Building "Refresh" Update**

- i. Jessica will be receiving a quote from Demco for the work to be done, as well as information from other Demco customers concerning logistics/suggestions for smooth implementation.
- ii. Jessica and Deb are working to obtain carpeting and painting estimates.
- iii. Jessica reports the staff are developing goals to address cluttered staff work areas

#### **b. Phone System**

Jessica reviewed the RFP bid summaries. The team (Jessica, Deb, Vickie) recommend the Hosted Purchase option by IEC. This vendor has a proven track record of quality service and communication with LTPL. The Hosted Purchase specifics are: \$34,285 (5-year investment cost), \$439.95/month recur (including service), \$7,445 equipment & install, \$490 each cordless phone. Connie made a motion, seconded by Linda, to accept the bid from IEC. The motion passed unanimously. Jessica will check if the Board's decision on the phone system needs to be publicized.

### **Finance:**

a. Jenny presented the FY 2020-2021 final budget amendments. Changes concerning utilities and internet costs were explained. Linda made a motion, seconded by Jenny, to approve the final budget amendments for FY 2020-2021. The motion passed unanimously.

B. Jenny made a motion, seconded by Linda, that the board retain Scarpone & Company, P.C. as our auditor for the 2020-2021 fiscal year. The motion passed unanimously.

### **Strategic Planning**

Dave Medema, Medema Consulting Associates, LLC provided an overview of the strategic planning process. Jessica provided a Strategic Planning Report-Year 4 Preparation. Mr. Medema offered his opinion that the strategic plan is being implemented successfully.

### **Operations and Staff**

Linda indicated that the performance evaluation of the Director will be completed both mid-year and at year end. The evaluation tool being used was shared with the Board.

### **Director (Ishmael)**

Curbside Service – is now available each day the library is open until a half hour before close. Deliveries will take place through the front door (instead of through the exterior Community Room door) and patrons may still choose between in-vehicle or on bench (contactless) for drop-off.

Phone RFP – I would like to give kudos to Vicki, our Tech Services Associate, who did the bulk of the work to prepare the RFP for the board. She and I worked closely together once the RFP was published to follow up on vendor questions and visits. The RFP was praised by two vendors for being very thorough and clear in explaining the library's needs and made it easy to prepare bids.

Tech Acquisitions Year End – Each year as part of the Technology Acquisitions Plan we update a batch of staff workstations. This year we updated 5 workstations (three as scheduled: two cataloging stations, Head of Finance and Operations workstation; replacement of two dying stations: Director and Adult Services Librarian), and purchased 1 new (Head of Tech and Public Services).

### **Finance and Operations (Christensen)**

I supplied requested information for the Occupational Employment Statistics (OES) program. This program is conducted by the Michigan Bureau of Labor Market Information and Strategic Initiatives in cooperation with the U.S. Bureau of Labor Statistics. OES information is used to support education and training decisions to help build a skilled workforce.

The Library of Michigan hosted a webinar regarding the recently updated Uniform Chart of Accounts. This chart of accounts provides a systematic arrangement and means to record and report financial information for local units of government in Michigan, including public libraries. The Michigan Department of Treasury had been working on a full revision of the previous version of the chart since 2017 and released their updated version in November 2020. LTPL will be required to implement this chart of accounts and I will be working on this project over the next year.

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

Preparations have begun for first quarter check-in's with direct reports.

Circulation Team has been working hard to clear through our re-shelving, processing, and repairs shelves. With small changes in scheduling, the team has been able to clear out all items by week's end!

I have begun strategizing ideas for future marketing campaigns that incorporate Adult, Teen, and Youth Services programming with larger themes in our community and beyond. I'm looking forward to working with Kelly and Brandon to create fun, educational, and cohesive messages from LTPL.

### Youth Services (Ware)

We are receiving more requests for the link to our virtual Zoom Family Story Time and attendance is rising. We have had 18 to 24 participants the last several weeks. While this is low when compared to what in-person story time attendance once was, it is a hopeful sign that we are providing something that our patrons want.

Our winter-quarter Snow Show Contest ended February 28th. Contestants were challenged to create something out of snow and send us a picture, which we used to decorate the Youth Department. Fifteen entries were submitted, and three winners were selected. They will have a new, winter-themed picture book added to the collection in their honor. They are as follows:

- Once Upon a Winter by Liza Woodruff in honor of Levi P., age 3
- A Thousand White Butterflies by Jessica Betancourt-Perez and Karen Lynn Williams in honor of Aum B., age 6
- The Snow Dancer by Addie Boswell in honor of Abigail W., age 10

Valentine's Day grab bags were a big hit with teens this past month. Since we could not get together for our traditional party, each of the 29 teens who signed up received a bag with treats and activities they could take home and enjoy.

### 8. Open Opportunities

- a. Revised Performance Evaluation Form (Staff and Director) (Complete)
- b. Relabeling Project (end date 4/31)
- c. Executive Coaching (end date 5/31)
- d. Weeding (end date 5/31)

e. Trustee Onboarding (end date 7/31)

9. For the Good of the Library

Jenny reported compliments heard concerning the friendly and helpful front desk staff.

Linda complimented Jessica, Vickie, and Deb for their hard work on the phone system contract.

Jessica reported a volunteer stated that she, the volunteer, feels welcomed and valued for her efforts at LTPL.

Linda indicated an acquaintance feels “LTPL is the best library I’ve ever used” and would like to join the Board!

a. Upcoming Service Area Meetings:

Royalton Township: Monday, April 12th | Second Mondays at 7pm 980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, April 13th | Second Tuesdays at 7pm 2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, April 14th | Second Wednesdays at 7pm 5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, April 19th | Third Mondays at 7pm 9091 1st Street, Baroda, 49101

**Next Meeting: April 20, 2021**

Adjournment: 7:41 pm

Respectfully Submitted,  
Suellen S. Klein, Secretary