

LINCOLN TOWNSHIP PUBLIC LIBRARY

VIRTUAL BOARD MEETING MINUTES May 18, 2021

Present: Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Connie Weaver, Trustee Elizabeth Carlson, Director Jessica Ishmael.

Absent: President Megan Yore-Norbey,

CALL TO ORDER: 6:30 p.m. by Linda.

Public Comment: None

Guest Introductions:

Carol Reigle, President, Friends of the Library; Michelle Coberly, Treasurer, Friends of the Library; Cathy Koepke, former Treasurer, Friends of the Library.

Kim True, Head of Acquisitions and Public Services, LTPL

Additions to Agenda: None

Approval of the Agenda:

a. Connie made a motion, seconded by Jenny, to approve the minutes of April 20, 2021 as written. The motion was carried unanimously.

b. Jessica explained how the library processes disbursements. Suellen made a motion, seconded by Elizabeth, to approve the Treasurer's report for April with check #s 19975-20014. The motion was unanimously carried.

c. Correspondence: None

Governance and Administration:

President – No report

Community and Government Relations:

a. Carol and Michelle thanked Cathy and Suellen for their service with the Friends; for several years Cathy served as treasurer and Suellen served as the 2nd director.

b. Jessica reported \$215 profit from the Friends bag sale held on May 7/8. Greater lead time for advertising may improve profit outcomes in future sales. Monthly bag sales are being considered to decrease the number of used books stored at the library.

c. Book donations are currently being accepted.

Building, Landscape, and Technology:

a. Building "Refresh" Update

i. Jessica reported that book weeding is continuing.

ii. The silent auction of used library furniture has resulted in \$169 from public sales and \$90 from staff sales. The silent auction continues through May. Plans are being made for the disposal of remaining items.

ii. A revised request was submitted to Demco for a reworked concept design for the staff area.

Finance: No report

Strategic Planning:

Strategic Plan Next Steps (July)

Linda reported that Strategic Planning will continue to focus on the Building “Refresh”. Additional planning is postponed until July.

Operations and Staff:

a. Hours Survey

Jessica reported that the library has received 189 survey responses.

b. Public Services Manager Presentation - Kim True provided updates as follow:

i. The circulation team has worked to share responsibilities more effectively.

ii. General tech help is available by appointment for patrons.

iii. A checklist has been developed and is used to verify staff competency in digital literacy.

iv. A new e-newsletter is being refined to supplement the quarterly printed library newsletter.

c. Employee Handbook (June)

Jessica reported the Personnel committee is evaluating the handbook, last reviewed in 2015. All Board members are requested to send Jessica suggestions for the handbook by June 4th.

Director’s Report

Director (Ishmael)

Head of Youth Services – Our own Children’s Librarian, Mary Ann Ware will be promoted to Head of Youth Services, effective June 7. Mary Ann has so far served our library for 14 years and this month is completing her Masters in Library and Information Science. With her knowledge and experience, both of the field and our own local community, we are most excited to see her existing leadership from within the department promoted to the forefront, completing our Management Team. Congratulations, Mary Ann!

Review of COVID-19 Policies and Safety Protocols – With the MDHHS order extending the library’s COVID-19 Preparedness and Response plan through mid-October, myself and the management team have been reviewing policies and safety

protocols one-on-one with staff. We are proud of our sustained efforts to maintain a safe environment, contributing to our ability to remain open to our community throughout this past year.

Programming Goals – For our upcoming programming year (September 2021-August 2022), our Librarian & Library Associates will be working hard to create a robust and dynamic portfolio of events for our community. Our targets include:

- Variety of indoor, outdoor, virtual, and in-person programming
- 20-25 programs offered each month (240-300 programs annually)
- Representing all eight service area categories (Civic/Community Engagement, Digital Learning, Early Childhood Literacy, Economic Development, Education/Lifelong Learning, Health, Job Skills, and Summer Reading)

Finance and Operations (Christensen)

We have received our **library service contract payments** from both Royalton Township and Baroda Township for the fiscal year 2021/2022.

Boelcke Heating & AC did the **spring HVAC maintenance** of our six Trane rooftop units. This maintenance includes lubrication, condenser coil cleaning, checking refrigerant levels, adjusting belts, changing filters, and changing thermostat batteries. We are waiting for a coordinated visit with Boelcke and a Trane rep to solve a circuit board issue on the unit for the Lawrence Room area of the building.

Public Services (True)

Welcome Connor! Connor is a grad student at Eastern Michigan, a lifelong patron of LTPL, and is proving to be an excellent addition to our Circ Desk team and the library as a whole. We are very excited to have him aboard!

Tech Help services by appointment have begun again. Brian will be leading the program for the majority of the appointments but many other members of our team have stepped up to offer time to help our community. Tech Help schedules will be posted in our upcoming Summer newsletter.

SMART Goals for all direct reports have been finalized. I'm excited to see what each member is able to accomplish and how the team will grow over this next year!

Youth Services (Ware)

Weeding

Hollie and Vicki, who oversee our teen collections, wrapped up their weeding job in mid-April. These collections include Young Adult Fiction, Non-Fiction, Audio Books, and Graphic Novels.

Poetry Contest

April is National Poetry Month. As part of our Creation Station To-Go, we offered budding poets a booklet featuring eight styles of poetry to try. Those interested were encouraged to enter our Children's Poetry contest, submitting a different poem for each of the styles if they wished. We handed out 41 booklets; 17 kids accepted our challenge. The decisions were tough, but winners have been selected for each of the styles.

Autism Awareness

Earlier this year a local parent approached us with a request to observe Autism Awareness Month with a display of library materials. We coordinated with the adult department to do so for the month of April. To increase awareness, we also included a manipulative activity and resource flyer as part of our Creation Station To-Go. Michigan Alliance for Families helped by donating a bag of Fidget Cubes for this purpose. I know of at least one family that found this to be a very timely resource for much needed information.

Open Opportunities

- a. Relabeling Project (end date 8/31)
- b. Executive Coaching (end date 5/31). The Personnel committee will survey the staff post-coaching and at the end of the year as part of the Director's evaluation.
- c. Weeding (end date 6/30)
- d. Trustee Onboarding (end date 7/31)

For the Good of the Library

- a. Jessica indicated the Blue Star Memorial at the library entrance will soon be updated by the Shoreline Garden Club.
- b. The Friends of the Library recently were honored as a finalist for the History Hero award by the Berrien County Historical Association. This recognition is for the Friends' work on the book, "Lincoln Township Public Library: The First Fifty Years, 1959-2009" and its follow-up in 2019, "Lincoln Township Public Library: The First Sixty Years, 1959-2019".
- c. Suellen reported a patron's gratitude for the help provided by Brian Johnson in the publishing of the patron's husband's memoirs.

d. Liz expressed her appreciation to the Director and the library staff for their support during her onboarding as a Trustee.

Upcoming Service Area Meetings:

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

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

Stevensville Village: Wednesday, June 9th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, June 21st | Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:38pm

Next meeting June 15th, 2021.

Respectfully Submitted,
Suellen S. Klein, Secretary