

LINCOLN TOWNSHIP PUBLIC LIBRARY

VIRTUAL BOARD MEETING MINUTES June 15, 2021

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

Absent: All in attendance

CALL TO ORDER: 6:35 p.m. by Megan.

Public Comment: None

Guest Introductions: None

Additions to Agenda: None

Approval of the Agenda:

- a. Liz made a motion, seconded by Jenny, to approve the minutes of May 18, 2021 as written. The motion was carried unanimously.
- b. Liz made a motion, seconded by Suellen, to approve the Treasurer's report for May 2021 with check #s 20015-20038. The motion was unanimously carried.
- c. Correspondence: Jessica received comments from three patrons concerning overdue notices despite their returning materials on time. Jessica has connected with two of the patrons. An analysis indicates that the problem arose from multiple books being dropped through the return slots simultaneously. Updated signage at the return slots now addresses the need to return materials one at a time. Jessica and staff are evaluating the current return system and will present any recommendations for a change in the future.

Governance and Administration:

President – No report

Community and Government Relations: (Weaver)

- a. Connie reported that the Friends will have bag sales in July, September, and November.
- b. Proceeds from the Treasure Shoppe in April were \$327.25
- c. May proceeds from the Treasure Shoppe and the bag sale were \$709.60.
- d. A staff member is being oriented to acceptable donation characteristics and will begin evaluating new donations next week.
- e. Suellen noted the Friends donated \$2,007 to the library's summer reading program

plus \$250 for equipment to help library record or live-stream program events.
f. The Board thanks the Friends for their generous support of the library!

Building, Landscape, and Technology: (Carlson)

a. Building “Refresh” Update

Liz introduced two recommendations for the Board to consider regarding the “Refresh”: 1) to pursue a written estimate of refresh/improvements with Daniels & Zermack at a cost of \$1,500 and 2) to allot potential additional funds for local craftsmen to prepare estimates. Following lengthy discussion, the recommendations were withdrawn and the Refresh process will be addressed again at the July meeting.

Finance: (Cowan)

- a. The Audit Report will be shared at the July meeting.
- b. The Quarterly Budget Review will be held at the July meeting.
- c. The Board agreed to lengthen the July meeting. It will start in-person at 5:30pm and Jessica will arrange for dinner to be provided.

Strategic Planning: (Klein)

- a. Suellen reported that the strategic planning committee has not met due to the focus on the library Refresh. A meeting will be held in July to address additional strategic plan goals.
- b. Jessica reported she has a list of potential strategic plan goals. Additional ideas should be forwarded to Jessica.

Operations and Staff: (Stocker)

- a. Masking Policy and Service: In accord with CDC recommendations the library’s mask policy was updated on June 11.
- b. Hours Survey: The Board was provided with data from the surveys. Jessica will evaluate the data and bring proposals concerning changes to library hours to the July meeting.
- c. Employee Handbook: Linda reported that the Personnel Committee is on track and will have a revised Employee Handbook for the Board at the September meeting.
- d. Director’s Midyear Review: The usual midyear review will occur soon. In addition, Jessica will be evaluated using a 360 survey provided and analyzed by Deb Terry. Due to scheduling issues, Jessica’s leadership work with Ms. Terry was initially delayed. Ms. Terry recommends extending the Director’s training two months. The Director indicated that she is very appreciative of the opportunity to work with Ms. Terry. Linda made a motion to spend \$1,300 for the additional two months of training and the survey /analysis. Jenny seconded the motion. The motion passed unanimously.

Director's Report: (Ishmael)

Director (Ishmael)

TAILS AND TALES: SUMMER READING ANNOUNCEMENT

The weather is warming up which means Summer Reading programs for all ages are just around the corner! This year's reading log program will be held online via Beanstack. Beanstack can be accessed online or via an app on your smart device. Downloadable print reading logs will be available from our website. To register and see a full list of our reading programs, be sure to visit our library website! Registration opens June 14th, 2021 and ends July 31st, 2021.

Relabeling Project – The Library is preparing to implement a standardized relabeling system with the goal of improving consistency and clarity in labelling, as well as streamlining collections and processes. An assembled staff team has worked together to determine standards for moving forward that will be used to update spine labels on physical circulating items as well as their matching records on the catalog. Over the summer, small collections will be “guinea pigs” to help us plan overall logistics for this transition before we move on to system-wide implementation beginning this fall.

Transition to In-Person Programming – We are very excited to begin our return to in-person programming at the library. Over the course of the summer, a number of in-person programs will be held outdoors. Our goal is to have meeting rooms available beginning July 1st, with capacities to be based on ordinances and guidelines in place at the time. We are preparing for (and looking forward to!) resuming in-person indoor programming for this fall.

Finance and Operations (Christensen)

We **replaced the microwave oven** in the staff lounge. One staff member used their Whirlpool discount to purchase a new one, several staff helped to get the 20-year-old appliance off of the wall, another took it to Green Earth Electronics Recycling, and a volunteer installed the new one for us. A successful group effort!

Our **lawn irrigation system** has been started for the season by our volunteer of many years, Doug Ryor. Various sprinkler heads, a timer, and a damaged section by the front doors needed his attention.

The **annual fire extinguishers inspection** has been done.

Public Services (True)

Marketing – This month saw the creation and execution of weekly e-newsletter and mapping out plans for updates to the website and implementation of said plan. Estimated completion of project 7/3/2021.

Programming – spent time with DEMCO Sign-Up & Spaces webinar trainings. Will be setting up “Spaces” for room reservations tentatively starting in July. Assisted in facilitating critical thinking meetings around our 2021-22 programming, will continue to build on this and create marketing opportunities to expand outreach for new programs.

Continuing Education - Webinars exploring EDI work in libraries – “Discovering Inherent Bias” through The Library Network’s Leadership 101 series, “Engaging Equity Efforts,” from the Library of Michigan and “Neutrality and Library Conversations” from the University of Michigan.

Youth Services (Ware)

Youth Programming Impact

Hollie was asked to share her expertise by a former teen patron. This summer, Emma Schmidt is an Extension Educator Intern at Scotts Bluff County 4-H. She has been tasked with putting together a cake decorating event and had fond memories of participating in (and occasionally winning) our Frost-It Cupcake Decorating Challenge. Emma requested tips and tricks to help her succeed in recreating this event for the group of youth she will be leading this summer. Hollie sent her all of her notes from the past events with tips on what worked and what did not. Emma was very grateful and plans to implement the ideas with 4-H.

Summer Reading Promotion

During a "normal" school year, youth staff advertise our Summer Reading Challenge by making visits to local schools and/or dropping off flyers. This year we were not sure what to plan for or expect. While we were not able to make visits, we did have some requests for flyers. Thanks to an amazing team effort by Hollie Ayres, Deb Christensen, Kim True, and Kelly Duffer, we were able to create, print in-house, and deliver those flyers to our local schools in a quick and timely fashion.

Creation Station Donation

Over this past year, our Creation Station To-Go has been one of the few ways we could provide educational and fun programming to youth 0-12. Thanks to an anonymous \$100 donation from a patron who appreciates our efforts, we were able to offer one last, extra-special take and make activity-- Magic Butterflies. They are both an art project and a lesson in physics. Kids were delighted to be able to decorate them and then wind them up so they could fly.

Open Opportunities

- a. Relabeling Project (end date 8/31- full implementation 9/1)
- b. Executive Coaching (end date 6/17)

- c. Weeding (end date 6/30)
- d. Trustee Onboarding (end date 7/31)

For the Good of the Library

- a. Jessica reported that the Teddy Bear Picnic was held outside in-person June 11. Between 52-56 people attended.
- b. Linda commented on the digital recording of the recent Teddy Bear Picnic and highlighted its usefulness for future reference.
- c. Jessica reported that the three larger meeting rooms and all the computers will be ready to reopen to patrons on July 1.
- d. The Board members were encouraged to occasionally attend township meetings to show support for the library.

Upcoming Service Area Meetings:

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

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

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

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

Adjournment: Connie made a motion to adjourn at 7:40pm. Liz seconded the motion. The motion passed unanimously.

Next meeting July 20th, 2021.

Respectfully submitted,

Suellen S Klein