

Lincoln Township Public Library Board of Trustees  
Meeting Agenda: Tuesday, July 20, 2021 | 6:30 pm  
IN PERSON | Community Room

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

Absent: All in attendance

CALL TO ORDER: 6:31 p.m. by Megan.

**Public Comment:** None

**Guest Introductions:**

Jessica introduced Burt Pearson - President and Margaret (Greta) Pearson - Project Manager of Pearson Construction Company, Inc.

**Additions to Agenda:** None

**Approval of the Agenda:**

- a. Liz made a motion, seconded by Connie, to approve the minutes of June 15, 2021 as written. The motion was carried unanimously.
- b. Suellen made a motion, seconded by Liz, to approve the Treasurer's report for June 2021 with check #s 20039-20076. The motion was unanimously carried.
- c. Correspondence: None

**Governance and Administration:**

**President**

No report. Megan complimented the committees for meeting monthly and completing tasks.

**Community and Government Relations: (Weaver)**

- a. Proceeds from the Friends Treasure Shoppe in June were \$649.40.
- b. Proceeds from the Friends bag sale on July 17 were \$225.00.

- c. Tables previously holding books for ongoing sales have now been cleared and are available for patrons
- d. The Friends website has been updated.
- e. Donations continue to be limited to three bags daily per person. This seems to be effective in controlling the volume of used media donated.

**Building, Landscape, and Technology: (Carlson)**

- a. Building “Refresh” Update - Mr. Pearson answered the Board’s questions regarding the Pearson Construction Company proposal for budgeting services related to a library “refresh”. The proposal states that budgeting services are not to exceed \$5,000.

Following the departure of Mr. Pearson and Ms. Pearson, the Board discussed LTPL policy on obtaining bids for work projects. LTPL policy allows the Board, “for the good of the library”, to forego obtaining multiple budgeting bids. Considering the excellent reputation of Pearson Construction Company, the fact that Pearson orchestrated the past renovation of the library, and because Pearson is a local company; the Board decided to use their prerogative for the good of the library. Liz made a motion, seconded by Jenny, to accept the Pearson proposal for budgeting services. The motion was unanimously carried with the abstention of Linda.

- b. Stone Table Donation Inquiry  
The Board recommended to decline Mr. Buesing’s gracious offer of a stone table donation. Jessica will communicate to Mr. Buesing that a representative from Berrien County Historical Society will contact him later this week.
- c. Vending Machines  
Two vending machines at the library have not been functioning since before March 2020. Following discussion, Megan made a motion, seconded by Connie, to remove the machines. The motion was unanimously carried. Jessica will investigate any potential financial penalty for removing the machines.

**Finance: (Cowan)**

- a. The Audit Report will be shared at the September meeting.

- b. The Quarterly Budget Review noted nothing unusual.

**Strategic Planning: (Klein)**

- a. Suellen reported that the committee met earlier this month and reviewed outstanding goals in the strategic plan. In addition, new potential goals were discussed.
- b. The committee will meet in August to maximize momentum and will report suggestions to the entire Board in September.

**Operations and Staff: (Stocker)**

- a. Hours Survey (tabled)
- b. Employee Handbook: (September)  
Jessica reported that the staff are working to revise the handbook and will have a draft to the personnel committee before the September meeting. Linda requested that updated sections be sent as they are completed to the committee to review.
- c. Director's Midyear Review: Linda requested that all director midyear evaluations be completed and submitted either electronically or on paper by July 30 at the latest. Linda will send the evaluation electronically.
- d. Automated Book Drop (update)  
Jessica confirmed that the issue stemmed from children returning multiple books simultaneously. Signage has been adjusted to encourage patrons to return items individually. Occurrences have diminished. Linda requested Jessica to check if a significant increase in overdue fees resulted during the time of the book drop concern. Jessica reported that a brownout recently affected the book drop but that it was restored quickly to function. A UPS battery backup was damaged in the brownout and a new battery is on order for replacement.

**Director's Report (Ishmael)**

Hours Survey – We are very grateful to our community members that have taken the time to complete our Hours of Operation survey and share with us their feedback. The raw data and comments from the survey have been reviewed and are being analyzed, options investigated, and a recommendation is being prepared for the board. My biggest takeaway from the survey is the incredible number of positive and appreciative comments we have received from our community. Thank you for your support!

Employee Handbook – The Management Team is engaged in reviewing, researching, and preparing proposed updates to the Employee Handbook. The team is referring to notes of collected input and working observation of what could benefit from clarity, being updated, as well as what needs to be included or added. A draft revision will be prepared in time for the regular board meeting in September.

Tech Acquisitions Plan Updated – Vicki and I reviewed the Tech Acquisitions Plan (a document is an outcome of a Strategic Plan Goal) as we approach the end of it's first 4-year cycle. In our review we have determined a more practical approach would be an 8-year cycle that better recognizes the varying life-spans of technology and systems. To assist with future budgeting, we are also including a line to ballpark a potential range of cost.

#### Finance and Operations (Christensen)

As members of the Southwest Michigan Library Cooperative, we are eligible for two \$1000 grants (along with an additional \$260 PPE grant as last year) and I have submitted our request and receipts for this year. The Collection Development grant will help with the cost of our Ancestry Library subscription and the PPE grants will help with the cost of gloves, masks, hand sanitizers, disinfectants, etc.

Boelcke Heating & AC did the quarterly preventative maintenance service on our six rooftop Trane HVAC units. This included cleaning the condenser coils (post cottonwood), checking refrigerant levels, inspecting and adjusting belts, and changing filters.

The winds and storms of late conspired to wind up our flag at the top of the flagpole so tightly that we had to have a service call from American Pride Flags to get everything put back to normal.

#### Public Services (True)

Efficiencies – Improved check-in processes with Circ Staff: items are being more thoroughly scrutinized during check-in procedure, reduced issues with finding returned (but not checked in) items on shelves. All staff team focused on reshelving efforts in mornings pre-opening is making a big impact!

Meeting Rooms – “Spaces,” our new room reservation system is up and running on the website. Our new software allows patrons to check room availability and make a reservation request online – no more paperwork shuffle. Patrons receive an email notification when a request has posted, and another notification when the reservation

is confirmed by staff. Staff are available to help patrons walk through the new process or place requests as needed.

Website Update – Pages throughout our library website have been cleaned up with streamlined links, updated verbiage, cleaner formatting, and updating logos. A new feature is pop-up on the home page to sign up for our email list. It SHOULD only pop up once on the home page when you first open our website. There may be a few tweaks to it in the coming days if there are accessibility issues, etc.

#### Youth Services (Ware)

Summer Reading Update - Our second summer of Summer Reading using Beanstack kicked off on June 14. As of 7/8/2021 we have significantly exceeded our total 2020 sign-ups, particularly in the elementary age group.

<u>Challenge</u>	<u>2020</u>	<u>2021</u>
Read-to-Me Listening Challenge	112	191
K-6th Reading Challenge	188	342
Teen Reading Challenge	108	123

Return to In-Person Programming - We have resumed in-person programming, which seems to be going well. Patrons are very happy for the opportunity to attend and, for the most part, understanding of our need to use registration to limit attendance numbers. Peggy and I have managed to make this program work both outside and in. We have added a second session at 11:15am to accommodate demand.

Teen Programming - Teen Advisory Board (T.A.B) had their first in-person meeting in over a year. A number of members have aged out of the group over the past year. Hollie and Vicki are looking for new ways to inspire new members to join. The Dragon Egg Craft offered to teens was extremely popular. A limited number of kits were offered but the teen staff also put together a how-to video and a DIY instruction sheet so those interested could gather supplies and do the craft themselves.

#### 7. Open Opportunities

- a. Relabeling Project (end date 8/31- full implementation 9/1)
- b. Executive Coaching (end date 8/30)
- c. Weeding (end date 6/30)  
Jessica reported the staff is behind schedule in their weeding of non-fiction due to staff changes. She anticipates completion of this section by the end of July.
- d. Trustee Onboarding (end date 7/31)

#### 8. For the Good of the Library

Jenny and Suellen offered comments on the summer reading program online format.

Jessica shared notes from Carol Reigel (Friends) concerning a newspaper article from 1996 in which bar coding on library books was explained. We have come a long way!

a. Upcoming Service Area Meetings:

Royalton Township: Monday, August 9th | Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, August 10th | Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, August 11th | Second Wednesdays at 7pm  
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, August 16th | Third Mondays at 7pm 9091  
1st Street, Baroda, 49101

Adjournment: The meeting was adjourned at 7:53pm

Next regular meeting September 21st, 2021. This meeting will start at 5:30pm.

A Special Meeting of the Board will be Tuesday, August 17 at 6:30pm to discuss information and next steps regarding a building refresh.