

DRAFT

Lincoln Township Public Library Board of Trustees
Meeting Agenda: Tuesday, October 19, 2021 | 6:30 pm
Community Room

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

Absent: None

Call to Order: 6:33 p.m. by Megan

Public Comment: None

Guest Introductions: None

Additions to Agenda: Baroda Township contract with LTPL added by Megan.

Approval of the Agenda:

- a. Linda made a motion, seconded by Jenny, to approve the minutes of September 21, 2021 as written. The motion was carried unanimously.
- b. Connie made a motion, seconded by Liz, to approve the Treasurer's report for September 2021 with check #s 20143-20171. The motion was unanimously carried.
- d. Correspondence: None

Governance and Administration:

President –

- a. Megan suggested amending the working meeting/Board meeting time in 2022. The Board agreed unanimously. The November/December meeting will be held December 7th starting at 6:30pm. The January 18th meeting of the Board will begin at 6:00pm to include work time.
- b. Jessica received a call from an official of Baroda Township on September 22, 2021 to let LTPL know that they believe an overpayment of \$40,377 was made from the general fund for library services in 2011(?). LTPL received a packet including a letter (dated 9/21/21) stating that Baroda Township intends not to renew the LTPL contract for 2022. Megan stated that LTPL Finance Committee including the Board Treasurer have reviewed all contracts and payments dating back to 2012, and that all the information LTPL has on hand indicates that the payments from Baroda to LTPL aligned with the contracts. Library Director Jessica Ishmael and Board President

Megan Yore-Norbey will meet with Baroda Township supervisor Dennis Krotzer to review the information as we hope to resolve this concern expediently so as to not have an interruption in library services to the Baroda community.

Community and Government Relations -

- a. Proceeds from the Friends Treasure Shoppe in September were \$432.85.
- b. Proceeds from the Friends bag sale in September were \$195.50.
- c. Total Friends sale proceeds for September were \$628.35
- d. The next meeting of the Friends is November 30th at 4:00pm at the LTPL.

Building, Landscape, and Technology:

a. Building “Refresh” Update – Jessica shared written information regarding the Refresh estimates, current allocated funds, and fundraising opportunities. Liz stated that she, Jenny, Jessica and Deb Christiansen are meeting to develop suggestions for prioritization of implementation and fundraising, which they will bring to the Board for discussion.

Finance:

- a. Jenny reported that the Library has received the annual property tax value form (L-4029) from the Township.
- b. Jenny stated that the library spending is on track with the budget.

Strategic Planning

Suellen offered two dates and varied times for a strategic planning work session that accommodates staff, Friends, and Board schedules. Friday, November 19 9am-1pm was agreed upon. Jessica will email all stakeholders the draft strategic plan goals. Jessica and Suellen will develop an agenda for the work session.

Operations and Staff

- a. Linda distributed copies of the draft updates for the Employee Handbook. She asked for comments to be submitted by November 1st at the latest.
- b. Director Review – Linda reported that Deb Terry is completing her part of the review and will compile all the evaluative data for the Board.
- c. The automated book drop has been ordered. Despite supply chain interruption, it is expected for delivery the week of November 1.
- d. Proposed Library holidays and closure dates for 2022 were presented. There was no

discussion. Connie made a motion, seconded by Suellen, to accept the proposed calendar. The motion was passed unanimously.

e. Director's Report

Director (Ishmael)

Study Rooms Now Open – The Library's two study rooms are now open for use. Previously set aside as designated quarantine spaces as outlined in the COVID preparedness plan, we are excited to reopen these rooms to accommodate our patrons small-group needs, such as tutor sessions or virtual meeting use. The larger of the two rooms (seats up to 8) is set up like our other meeting room/program spaces to be reserved in advance (a week minimum) through our Spaces registration software; the smaller of the two is set aside for walk-in availability or same-day request.

Security Update Project – Three vendors have visited on-site to examine the existing staff entry and doors to staff-only areas to prepare quotes for installing upgraded security features. Quotes are expected week of October 18th. Updating security features throughout the building is one of three promise points from the Library's recaptured Headlee millage.

Relabeling Progress – Teen Nonfiction collection has been completed and moved to its own section. Magazines are now consolidated to a single area, and Newspapers are housed in the reading room overlooking the courtyard. Nonfiction DVDs and Business books are currently in progress. Relabeled Business books will be interfiled with adult nonfiction as they are completed. DVDs (drama and nonfiction) are expected to move to their new shelving along the exterior wall before the month is out.

Finance and Operations (Christensen)

The autumnal HVAC maintenance of our six gas furnaces was done by Boelcke Heating & AC.

The roof drains were cleaned by Garey Roofing.

Some shelf moving in the magazine and newspaper areas was done by Doubleday Office Products.

Public Services (True)

Staffing

A formal offer has been made to and accepted by Laurie Ulmer for a part-time Circulation Clerk position. Her start date was October 12th. Kim will oversee her onboarding with the assistance of Janet Blakeney, who will be focusing on processing and circulation details.

Prospective candidates have been interviewed and recommended for second interviews with the Director and Head of Finance & Operations for Circulation Clerk and Assistant Library Associate.

3rd Quarter Reviews

- Janet's current focus is on processing new items as time allows.
- Brian is finalizing Winter programming details and schedule.
- Kelly has successfully finished her personal goal with regards to the "Banned Books" social media campaign throughout the month of September. She is currently brainstorming more display ideas and is preparing to compile the Winter newsletter next month.

Youth Services (Ware)

Spanish Story Time with Christina Velasco – Senora Velasco from I Heart Spanish was hired to present a five-part series of story times, focusing on basic Spanish language words and Hispanic culture.

Live & Virtual Lego Bricks Club – We had several kids and parents very happy that we were once again hosting an in-person Lego Bricks Club. Participants are challenged with a theme each month and then use the library's Legos to build their vision of that theme. Finished builds are displayed in the Youth Department until the next club meeting. This is one program where we intend to keep a "virtual" option as it has worked well, opening the fun up to those who cannot make the in-person meeting. For this version of the club, an email is sent with the monthly build challenge. Participants use their own Legos and send a picture of their build for us to display.

Teen Programming is showing growth! The Teen Advisory Board (T.A.B.) gained five new members, The D&D Club gained nine new members and now has two separate D&D campaigns running on Monday afternoons. The recent Super Smash Tournament had sixteen people playing and cheering on our players. The competition was very good and the scores were close. We will continue to offer gaming events in the future.

Open Opportunities

- a. Relabeling Project (in progress)
- b. Weeding (end date 10/30)
- c. Executive Coaching (end date 10/30)
- d. Trustee Onboarding (Report)

For the Good of the Library

Connie reported an associate complimenting the availability and quality of the study rooms.

Megan indicated appreciation of the materials reorganization efforts so far.

Jessica reminded us all of the recent complimentary Herald-Palladium article concerning the library.

Upcoming Service Area Meetings:

Royalton Township: Monday, November 8th | Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, November 9th | Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, November 10th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, November 22nd (rescheduled date) | Third Mondays at 7pm
9091 1st Street, Baroda, 49101

The meeting was adjourned at 7:21pm.

Next meeting December 7, 2021 at 6:30pm

Respectfully submitted,
Suellen S. Klein