

Lincoln Township Public Library Board of Trustees  
Meeting Minutes: Tuesday, December 7, 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.

Absent: Director Jessica Ishmael

Call to Order: 6:38 p.m. by Megan

Public Comment: None

Guest Introductions: Mary Ann Ware, Youth Services, representing the library staff.

Additions to Agenda: Review and approve contract proposal for union representative.

Approval of the Agenda:

- a. Minutes: Megan requested a change in the October minutes. Governance & Administration; President; b. 'for library services **fiscal year 2010-2011**' to replace 'in 2011'. Liz made a motion, seconded by Linda, to approve the minutes of October 19, 2021 as amended. The motion was carried unanimously.
- b. Liz made a motion, seconded by Linda, to approve the Treasurer's report for October 2021 with check #s 20172-20204. The motion was unanimously carried.
- d. Correspondence: None

**Governance and Administration:**

**President –**

- a. Baroda (update): Megan reported that the Board will receive an update at the January meeting. The concerns of Baroda Township have been addressed and supporting paperwork has been provided. The Baroda Township Board will meet in January to reassess their recent request of LTPL.
- b. Board Meeting Calendar for Next Year: This was approved previously. Meetings will start at 6:00pm with a work session and the general Board meeting will start at 6:30pm.
- c. Committees and Officers for 2022: Megan suggested all committee and officer assignments remain the same for 2022. This was agreeable to all present.

**Community and Government Relations -**

- a. Proceeds from the Friends Treasure Shoppe in Oct/Nov were \$957.85.
- b. Proceeds from the Friends bag sale in November were \$246.00.

c. Linda requested the 2021 total proceeds amount to be presented at the January meeting.

d. The next meeting of the Friends is January 25<sup>th</sup> at 4:00pm at the LTPL.

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

a. Building “Refresh” Update – Liz provided recommendations developed by the Facilities Committee (Liz, Jessica, Jenny, and Connie with Deb Christensen,). The recommendations include performing the refresh in four phases 2022-2026. Megan suggested combining painting and carpet refresh in 2023-24 and shelving in 2024-25. Linda encouraged action to begin due to the availability of qualified contractors. Liz made the following motions:

1. The Facilities Committee recommends the following sequence of projects to achieve a building refresh, recognizing timelines are intended to keep project momentum but are dependent on the availability of funds before commencement of each project.

This motion was seconded by Jenny. The motion was unanimously carried.

2. Deb Christensen will lead the phase 1 project (three HVAC units & roof replacement).

Motion was seconded by Megan. The motion was unanimously carried.

3. Deb will begin the RFP processes for the replacement of three HVAC units and the roof.

Motion was seconded by Megan. The motion was unanimously carried.

4. The Board expressed its gratitude for Deb’s leadership in this new project!

### **Finance:**

a. Quarterly review/adjustment: Jenny reported that the library spending is on track with the budget

b. Jenny made the following motion: Per GASB 54, tax money received from this fiscal year's tax assessment is committed for next fiscal year's use. Linda seconded the motion. The motion was unanimously carried.

### **Strategic Planning**

a. Suellen reported the stakeholder meeting was held Nov 19. Goals brainstormed by stakeholder groups have been compiled, ranked by number of votes, and distributed to all attendees.

b. The next session is Jan. 14<sup>th</sup> 9am-1pm to modify brainstormed goals into SMART goals (specific, measurable, achievable, relevant, timely). Jessica, Suellen, and Liz will develop an agenda for the work session.

c. The Board requests at the January 14<sup>th</sup> session that Jessica provide an update on the status of brainstormed goals identified as ‘quick-implement goals’.

## **Operations and Staff**

a. Employee Handbook: Linda reported that the handbook is with the library lawyer for review.

b. Director Review: This will be discussed at the January meeting.

c. Book drop: The automated book drop delivery has been delayed again. This delay contributes to increased work for the staff. Linda requested that this concern be relayed to the book drop company.

d. Proposal for Labor Negotiations: Linda distributed a proposal by Mortimore Consulting, LLC. The current union contract for the staff is expiring the end of March, 2022. Linda made a motion to approve the proposal by Mortimore Consulting, LLC for negotiations of a new union contract starting April 1, 2022. The motion was seconded by Megan. The motion passed unanimously.

## **Director (Ishmael)**

**Hiring** – With the vacancy of the Head of Public Services position as of 10/28, my focus has been on hiring and coordinating the onboarding of new staff:

- Kyle B. started working November 4<sup>th</sup> as our newest Circulation team member.
- Kacey D. is our newest Adult Library Associate, joining our team on November 15<sup>th</sup>.
- A formal offer has been made to and accepted by Kai C. for a part-time Circulation Clerk position. His start date is December 6th.

We continue to interview prospective candidates to fill the last remaining part-time Circulation Clerk position.

Megan complimented Jessica for the great communication with the Board about the new hires.

**Strategic Planning** – Coordinated and facilitated Stakeholder Session on Nov 19; next session will be forming SMART Goals Fri. Jan 14<sup>th</sup>.

**Year End Evaluations** – will be processed before end of December.

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

Vanguard Fire & Security did the annual inspection of our fire suppression system. This included a battery load test, backflow preventer inspections and the bi-annual smoke detectors (42) sensitivity testing.

Doug Ryor winterized our lawn irrigation system for the winter.

Creative Landscaping did the final fall clean-up of our plant beds.

## **Youth Services (Ware)**

Working together, Marcy and the Youth Department Staff have successfully merged the bulk of the Easy and Junior DVD collections. They will now all be cataloged, labeled, and shelved as "Kids Movies". This should make them easier to classify, shelve, and find for both patrons and staff.

As part of our Creation Station To-Go programming, families were invited to adopt a "zombie" for Halloween this year. The zombies, a.k.a. Mimosa Pudica or Tickle-Me Plants, react to touch by immediately closing up their leaves and "playing dead". They will then gradually "spring back to life" over the next several minutes and regain their former shape. Seventy-nine families took kits home to grow their own zombie and are hopefully having fun with this unique botany experiment.

Our teens were happy to once again be able to attend our annual Teen Halloween Party. While there were many clever costumes, Allison B. won the costume contest with her Crazy Cat Lady creation.

### **1. Open Opportunities**

- a. Relabeling Project (in progress) Mary Ann reported that the children's DVD section is completed.
- b. Weeding (end date 12/30)
- c. Insurance Update (Jan 2022)
- d. Annual State Report (Feb 2022)
- e. Security Updates (Feb 2022)

### **2. For the Good of the Library**

- a. Megan is communicating with Jessica to determine who will represent the Library at the Village of Stevensville meeting tomorrow (as Jessica remains ill).
- b. Liz and Mary Ann reported interfacing with 143 children (and 215 people overall) at the 'Christmas in the Village' event in Stevensville on Saturday.
- c. Mary Ann reported that approximately 85 people interacted with the library representative at the 'Christmas in the Village' event in Baroda.

Upcoming Service Area Meetings:

Royalton Township: Monday, December 13<sup>th</sup> | Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, December 14<sup>th</sup> | Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, December 8<sup>th</sup> | Second Wednesdays at  
7pm  
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, December 20<sup>th</sup> | Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment at 7:26pm

Next meeting January 18, 2022

“Working Session” starts at 6:00pm

Regular Board Meeting starts at 6:30pm

Respectfully submitted,  
Suellen S. Klein