

Lincoln Township Public Library Board of Trustees
Meeting Minutes: Tuesday, March 15, 2022 | 6:00 pm

6:00pm Workshop topics included 1) building refresh, and 2) update on Baroda.

Call to Order: 6:26 pm by Megan Yore-Norbey

Present: President Megan Yore-Norbey, Vice President Linda Stocker, Treasurer Jennifer Cowan, Trustee Elizabeth Carlson, Trustee Connie Weaver, Head of Finance & Operations Deb Christensen

Absent: Secretary Suellen Klein

Public Comment: none

Guest Introduction: none

Additions to Agenda: none

Approval of the Agenda:

- a. Minutes Connie Weaver made a motion, Linda Stocker seconded, to approve the minutes from February 15, 2022. The motion was unanimously carried.
- b. Jenny Cowan made a motion, seconded by Connie Weaver to approve the Treasurer's report for February 2022 with check #'s 20302 to 20326. The motion was unanimously carried.
- c. Correspondence: none

Governance and Administration

- a. President (Yore-Norbey)
 - i. We have been in contact with Baroda to approve the contract for the next 3 years. Linda made the motion, and Jenny seconded it. The LTPL board voted to sign the contract and submit it to Baroda Township Board to sign at their next meeting.
- b. Community and Government Relations (Weaver)
 - i. Bag Sale March 26
- c. Building, Landscape, and Technology (Carlson)
 - i. Roof RFP: Submitted Roof RFP and HVAC RFP to board for review and action on next meeting.
- d. Finance (Cowan)
 - i. Jenny Cowan made a motion, Connie Weaver seconded, a budget amendment to increase the FY 21-22 budget by \$500 to account for grant obtained by one of the library staff, Brian. The motion was unanimously carried.
 - ii. Jenny Cowan moved, Linda Stocker seconded, to retain Scarpone & Company, P.C. as the LTPL Auditor for Fiscal Year 2021-22. The motion was unanimously carried
 - iii. Insurance Update: postponed until April meeting
- e. Strategic Planning (Klein):
 - i. Postponed until April meeting

- f. Operations and Staff (Stocker)
 - i. Union negotiations are ongoing.
- g. Director's Report
 - i. Staff In-Service Day: On February 21, fortified by breakfast provided by the Library Board, goals accomplished by the staff on In-Service Day included:
 - 1. Training for recently hired team members.
 - 2. Youth collection weeding project
 - 3. Spring cleaning projects
 - 4. New library materials final processing
 - 5. Library material repairs
 - 6. Returned library materials re-shelved
 - 7. Various collections shifted: Adult Fiction, Teen Non-fiction, Local authors
 - ii. Staff Appreciation Luncheon: The Friends of Lincoln Township Public Library hosted a Staff Appreciation Luncheon on February 21. We also celebrated several staff members' milestone anniversaries: Brian, 10 years (2022), Hollie, 20 years (2021), Vicki, 20 years (2021), and Deb, 25 years (2021).
 - iii. Rosetta's House: Rosetta's House is open the same hours that the library is open! It is now arranged into separate areas for reading, story time themed stamping activities, craft or science-based activities, and the literacy computer is available. The two literacy computers near the youth information desk are also available, again.
 - iv.
- 2. Open Opportunities
 - a. Relabeling Project (in progress)
 - b. Employee Handbook (April/May)
 - c. Self-Check Out Station: Confirmation of the purchase order received.
 - d. Security Updates (update postponed to April meeting)
- 3. For the Good of the Library
 - a. Jenny Cowan reported two First Source bank employees went out of their way to assist LTPL. She would like to thank Erica and Drew for their assistance.
 - b. Rosetta's Room has been reopened by the library staff. Thank you very much.

Upcoming Service Area Meetings:

Royalton Township: Monday, April 11th | Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, April 12th | Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, April 13th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, April 18th | Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:10 pm

Respectfully submitted: Elizabeth Carlson