

Lincoln Township Public Library Board of Trustees
Proposed minutes: Tuesday, April 19, 2022 | 6:00 pm

6:00 Workshop topics included 1) update on Baroda and 2) director search

Call to order: 6:36pm by Megan Yore-Norbey

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

Absent: None

Public Comment: None

Guest Introduction: Dennis Krotzer – Baroda Township Supervisor, Mike Christensen

Additions to Agenda: None

Approval of the Agenda

- a). Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes from the Annual Meeting March 15, 2022. The motion passed unanimously.
- b) Approval of Minutes: Connie made a motion, seconded by Liz, to approve the minutes from the Board meeting March 15, 2022 with corrections. The motion passed unanimously.
- c) Approval of Minutes: Liz made a motion, seconded by Linda, to approve the minutes from the special Board meeting March 30, 2022 with corrections. The motion passed unanimously.
- d) Approval of Treasurer's report: Liz made a motion, seconded by Suellen, to approve the Treasurer's report for March 2022 with check #'s 20327 to 20372. The motion passed unanimously.
- d) Correspondence: None

Governance and Administration - (Yore-Norbey)

- a) Baroda Contract: Dennis Krotzer shared with the Board concepts related to the Baroda-LTPL contract. Action on the contract was tabled until May.
- b) Director Search: Linda made a motion, seconded by Connie, to contract with Mortimore Consulting, LLC to manage the Library Director search. The motion passed unanimously.
- c) Union Contract: Deb reported all components of the union contract are nearly complete.

Community and Government Relations (Weaver)

- a) The Friends March bag sale resulted in \$275 proceeds.
- b) The Friends book sales for calendar year 2021 amounted to \$9,252.00
- c) Friends are donating \$8,000 to the LTPL for the annual summer reading program. The Board is very appreciative of this generous support for the library and thanks the Friends for their efforts!

Building, Landscape, and Technology (Carlson)

- a) Roof RFP (action): Liz made a motion to award the bid for the library roof replacement with the overlay option to Future Construction. The motion was seconded by Connie. Liz, Deb, and Mr. Christensen answered questions from the Board members. The motion passed unanimously.
- b) HVAC discussion was tabled to the May meeting.

Finance (Cowan)

- a) Year End Results: Upon Jenny's request, Deb provided a review of the year end results.

Strategic Planning (Klein)

- a) Review of current Strategic Plan: Tabled until May due to search for new Director.

Operations and Staff (Stocker)

- a) Resolution for 457 Plan Vested Schedule: Linda provided an explanation of the terms of the proposed change to the LTPL's existing 457 Plan. Jenny made the following motion:

Resolved, that the library amend the 457 Plan as follows:

All eligible Library Employees hired before April 1, 2022 will remain 100% vested after their one-year anniversary in the Employer contributions.

All eligible Library Employees hired after April 1, 2022 will be 100% vested after their three-year anniversary in the Employer contributions.

Further resolved, that the amendment above be effective April 1, 2022.

The motion was seconded by Liz. The motion passed unanimously.

Library Report (Christensen)

Spring Institute

Spring Institute, an annual conference through the Michigan Library Association, was held March 10-11, 2022. Hollie Ayres and Vicki Rausch attended the conference this year and reported on the following sessions.

"This is Not a Book Club: for Young Teens." Ideas were given to host different events for tweens and younger teens that are not the typical book club. Some of the ideas shared included: Tween Test Kitchen, Steam Curiosity, Large Paper Airplane Creation, Steam X, Game Nights, and a book club that is actually called, "This is Not a Book Club," but it is a book club.

"Elevating Youth Voices for Successful Teen Service" was a session that focused on DIY projects, climate awareness, self-care activities, and fidgeting activities. Take-home kits were used during the pandemic that included a project based on a theme.

"365 Days of Community Connections" included ideas for interacting with the community, such as a Storywalk—where downtown businesses put book pages in their windows and people have to walk to read the book. Or, scavenger hunts--where people use clues put out by the library to visit businesses and parks. Partners may include schools, places of worship, local businesses, restaurants, Chamber of Commerce, etc.

"Programs, Grants, and Capacity-Building: Michigan Humanities Opportunities" was a useful session about resources available to libraries. The Great Michigan Read is a biannual event that libraries may sign up for and receive books, readers' guides, bookmarks, etc. Museum on Main Street is a partnership with the Smithsonian that enables libraries to host traveling exhibits. Our library has done this in the past. The displays take up a lot of space, but are very educational and entertaining. Available grants for programming were discussed

“MeL Connections” was very useful as a staff training opportunity. Vicki is planning a class to train new staff members along with a refresher class for the rest of the staff.

An Additional Self-Checkout Station

Due to popular demand, we now have a new self-checkout station near the front circulation desk. Although this station looks a little different than the one in the youth department, it serves the same purpose. Patrons may check out all library materials except for Explore Kits and Playaway tablets (since staff needs to verify that all the parts are present for these items.)

For the Good of the Library:

Upcoming Service Area Meetings:

- a) Royalton Township: Monday, May 9th | (Stocker) Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: Tuesday, May 10th | (Yore) Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: Wednesday, May 11 | (Klein) Second Wednesdays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: Monday, May 16th | (Carlson) Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:41pm

Next meeting May 17th, 2022

Respectfully submitted,
Suellen S. Klein