

Lincoln Township Public Library Board of Trustees
Special Board Meeting Minutes: Wednesday, March 30, 2022 | 5.00 pm

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

Guest: Brian Mortimore (via Zoom)

1. Call to Order: 5:10pm by Megan
2. Public Comment: None
3. Additions to Agenda: Linda requested adding discussion of the revised organization chart to the agenda.
4. Approval of the Agenda: Liz made a motion, seconded by Connie, to approve this addition. The motion passed unanimously and the agenda was approved.
5. Governance and Administration
 - a. President (Yore-Norbey)
 - i. Union Contract (action)
 - a. Linda made a motion, seconded by Liz, that the Board go into closed session at 5:14pm. The motion passed unanimously.
 - b. Liz made a motion, seconded by Jenny that the Board come out of closed session at 5:58pm. The motion passed unanimously.
 - c. Jenny made a motion, seconded by Connie, that the Board accept the contract ratified by AFSCME COUNCIL 25, AFL-CIO, AFSCME LOCAL 2757.05 signed on March 25, 2022. A roll call vote was taken:
Cowan: Aye
Carlson: Aye
Klein: Aye
Weaver: Aye
Stocker: Aye
Yore: Aye
 - d. The Board and Brian thank Deb for her help in the contract process.
 - ii. Baroda Contract (action)
 - a. The Baroda Township meeting is later this evening. Elizabeth will attend to represent the LTPL.
 - b. Community and Government Relations (Weaver): Table until April meeting.
 - c. Building, Landscape, and Technology (Carlson)
 - i. Roof RFP (action): Table until April meeting.
 - d. Finance (Cowan)
 - i. Insurance Update (action)

a. Following discussion, Linda made a motion, seconded by Jenny, to increase LTPL liability insurance coverage by an annual premium cost of \$1,511.00. The motion passed unanimously.

e. Strategic Planning (Klein): Table until April meeting.

f. Operations and Staff (Stocker)

i. Linda presented a revised organizational chart for LTPL. A correction was noted: the Marketing, Development, Volunteer Coordinator position reports to the Director. With this correction, Connie made a motion that the Board accept the revised organizational chart dated April 2022. Jenny seconded the motion. The motion passed unanimously.

ii. Deb, Linda, and Megan gave a brief update on the search for a new director.

6. For the Good of the Library

Upcoming Service Area Meetings:

Royalton Township: Monday, April 11th | (Stocker) 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 | (Klein) 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: 6:19pm

Next meeting April 19th, 2022

Respectfully Submitted,

Suellen S. Klein