

Lincoln Township Public Library Board of Trustees  
Workshop Agenda: Tuesday, February 15, 2022 | 6:00 pm

1. Transition of Director's Responsibilities
2. Interim Leadership

Lincoln Township Public Library Board of Trustees  
Meeting Minutes : Tuesday, February 15, 2022 | 6:30 pm

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

Absent: Trustee Elizabeth Carlson

1. Call to Order: 6:32 by Megan
2. Public Comment: None
3. Guest Introduction: None
4. Additions to Agenda: None
5. Approval of the Agenda
  - a. Approval of Minutes: Linda made a motion, seconded by Jenny, to approve the minutes from January 18, 2022. The motion passed unanimously.
  - b. Approval of Treasurer's report: Suellen made a motion, seconded by Connie, to approve the Treasurer's report for January 2022 with check #'s 20270 to 20301. The motion passed unanimously.
  - c. Correspondence: None
6. Governance and Administration
  - a. President (Yore-Norbey)
    - i. Baroda (update): The process continues. Deb will follow-up with Dennis in Baroda regarding the contract.
    - ii. Director Open Position: Megan shared the Director search plan/timeline developed by the Personnel committee.  
Deb will put notice for position in MLA newsletter.  
The position has been posted on LTPL website (Hollie to redo page links to facilitate communication with interested candidates), social media.  
Brian Mortimore to distribute position information via list serv
  - b. Community and Government Relations (Weaver)
    - i. Donation Limits: The Friends are now accepting four bags per patron daily.
    - ii. The January bag sale resulted in \$205 proceeds.
  - c. Building, Landscape, and Technology (Stocker for Carlson)

- i. Roof RFP (action): Following review of the RFP by the Board, Linda made a motion to proceed with issuing the RFP for the library roof replacement. The motion was seconded by Jenny. The motion passed unanimously. The Board thanked Deb for her work in assembling this RFP!
  - ii. Self-Checkout Station (action): Suellen led discussion on the purchase of an additional self-checkout station as a means to improve customer experience. This quick-implement goal resulted from the Strategic Planning meeting in November. Suellen made a motion, seconded by Linda, for the purchase per proposal of an additional self-checkout station compatible with existing library systems. The motion passed unanimously.
- d. Finance (Cowan)
  - i. Resolution Approving Financial Institutions (action): Jenny reviewed the numerous changes in financial institutions locally. Jenny made a motion, seconded by Connie, to accept an updated list of approved financial institutions that may be depositories for LTPL funds as of February 1, 2022. The motion passed unanimously.
  - ii. Treasure's Report January 31, 2022 (update): A copy is available.
  - iii. Review preliminary FY 2022-2023 budget (update): A draft copy of the FY 2022-2023 budget was provided to Board members. Jenny encouraged the members to contact her if they have questions. The budget will be voted upon at the March meeting.
- e. Strategic Planning (Klein)
  - i. Quick Implement Goals (update): Board members received progress report on Quick Implement Goals. Megan will distribute waivers to Board members to permit photos on website.
  - ii. Review of current Strategic Plan (March - review): Tabled until May due to search for new Director.
- f. Operations and Staff (Stocker)
  - i. By-laws review (update): Linda thanked Board members for their review. There are no changes to report in the By-laws.
  - ii. Union Negotiations (update): Union negotiations are scheduled to start on February 24<sup>th</sup>.
- g. Director's Report *FEBRUARY 2022*

### **Director (Ishmael)**

Onboarding schedules and binders have been assembled for all three new hires that join LTPL the week of February 14.

Progress has been made on Quick Implement Goal items; a status report has been submitted to the President and Vice President.

Transition plans for tasks and projects have been developed, communicated, and implemented throughout the staff team. An informational binder has been assembled for the future Director.

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

Vanguard Fire & Security Systems replaced the air compressor and pressure switch for our fire protection system for \$3,107.18.

IBID County Electric replaced numerous light ballasts, inspected the emergency lights and exit signs and replaced needed battery packs. They also put in an outlet for the new air compressor.

Boelcke Heating & AC fixed a faulty wire to the roof top unit that supplies heat to the Quiet Reading Rooms area of the building.

### Youth Services (Ware)

In celebration of Martin Luther King Jr. Day, the library was able to partner with the Krasl Art Center and Lake Michigan College to help distribute a very special art activity. We received 48 kits, or Fundles, containing all the supplies necessary to sculpt and color a bust. The kits contained information about Dr. King, the monument to him in Washington D.C., and about why we create monuments. Kit materials also invited recipients to participate in a couple of community projects.

The ALA Media Awards were announced on January 24<sup>th</sup>, including the Newbery, Caldecott, and Coretta Scott King Awards. Youth staff have reviewed our collections and are in the process of putting star stickers on award winners. (This makes it easier for patrons to identify them while browsing.) Cataloging is adding tags to their records for catalog searching. For award winners that are not already in our collection, we are evaluating them for purchase.

Mary Ann and Brian joined the Friends of the Library to discuss funding for our 2022, *Oceans of Possibilities* Summer Reading Challenges and associated events. We would like to thank the Friends for all their hard work and their generosity in supporting the 2022 Summer Reading Program!

Copies of the annual report submitted to the State of Michigan were distributed to the Board.

#### 7. Open Opportunities

- a. Relabeling Project (in progress)
- b. Security Updates (Feb 2022): Tabled until April.
- c. Employee Handbook (March/April): Adoption pending Union negotiations.
- d. Insurance Update (Mar 2022): Jessica developed a SBAR analysis concerning a possible cybersecurity liability rider. This SBAR shared with the Board.
- e. Township and Village Meetings: Deb and the Board will be covering the Township and Village meetings until a new Director is hired. A three-month calendar of meeting dates/assignments was distributed.

#### 8. For the Good of the Library

Suellen reported a patron comment complimenting Brian Johnson for his help in explaining and using the Libbey app.

Connie and Suellen both reported observing Kelly Duffer providing excellent customer service on numerous occasions.

Upcoming Service Area Meetings:

Royalton Township: Monday, March 14<sup>th</sup> | Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, March 8<sup>th</sup> | Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, March 9<sup>th</sup> | Second Wednesdays at 7pm  
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, March 21<sup>th</sup> | Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 7:12pm

Next meeting March 15<sup>th</sup>, 2022 – ANNUAL MEETING

Respectfully submitted,  
Suellen S. Klein