

Lincoln Township Public Library Board of Trustees
Meeting Minutes: Tuesday, January 18, 2022 | 6:30 pm
Lawrence Room

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

Call to Order: 6:30 p.m. by Megan

Present: President Megan Yore-Norbey, Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Connie Weaver, Trustee Elizabeth Carlson, Library Director Jessica Ishmael, Head of Youth Services Mary Ann Ware, Head of Finance & Operations Deb Christensen

Absent: None

Public Comment: None

Guest Introductions: Brian Mortimore-Mortimore Consulting, LLC via Zoom, Lisa Cripps-Downey-President of Berrien Community Foundation

Brian provided a brief review of his professional background. He has informed the state of Michigan of the upcoming onset of labor negotiations with the LTPL staff.

Lisa discussed charitable giving and the status of the LTPL Endowment Fund.

Both guests left the meeting following their presentations.

Additions to Agenda: None

Approval of the Agenda:

- a. Minutes: Liz made a motion, seconded by Connie, to approve the minutes of December 7, 2021. The motion was carried unanimously.
- b. Liz made a motion, seconded by Suellen, to approve the Treasurer's report for November & December 2021 with check #s 20205-20269. The motion was unanimously carried.
- d. Correspondence: None

Governance and Administration:

President – (Yore-Norbey)

- a. Union Negotiations (Update)-Brian Mortimore: Done previously

- b. Berrien Community Foundation Presentation-Lisa Cripps-Downey: Done previously
- c. Director Correspondence: Jessica Ishmael has offered her resignation as Director of Lincoln Township Public Library. Megan made a motion that the Board accept Jessica's resignation. The motion was seconded by Liz and passed unanimously. Jessica's last day at the library will be February 11. All Board members thanked Jessica for her work at LTPL over the past five years and wished Jessica the best in her professional and personal future.
- d. Baroda (update): A contract is in development for three years of continued service.

Community and Government Relations – (Weaver)

- a. Proceeds from the Friends Treasure Shoppe in December were \$1,474.80.
- b. Jessica provided a 3 year and 5 year history of Friends sale proceeds.
- d. The next meeting of the Friends is January 25th at 4:00pm at the LTPL.

Building, Landscape, and Technology - (Carlson)

- a. Building "Refresh" Update –An RFP for the roof replacement will be available for review at the February meeting.

Finance – (Cowan)

- a. Review preliminary FY 2022-2023 budget – Jenny indicated this will occur at the February meeting.
- b. Law Firm on Retainer Update – FosterSwift PC has increased their hourly billing rate and seeks confirmation that LTPL wishes to continue a relationship. Jenny made a motion, seconded by Connie, that LTPL continues to use FosterSwift PC on retainer. The motion was passed unanimously. Jessica will sign and send the agreement letter.

Strategic Planning (Klein)

- a. Draft SMART goals based on input from the November strategic planning work session were developed by committee members. These will be distributed to stakeholders for review/revision before the next planning session.
- b. A follow-up strategic planning session will be scheduled.
- c. Jessica provided an update on the status of brainstormed goals identified as 'quick-implement goals'.

Operations and Staff (Stocker)

- a. By-laws review: Board members are asked to review the by-laws and email Linda with any suggested changes for action at February meeting.
- b. Employee Handbook: Has been reviewed by lawyer. Will be finalized following

labor negotiations.

c. Hours Report: Jessica presented data related to first three months of revised LTPL hours. Further discussion tabled until February. Liz requested Jessica convey to the staff the Board's appreciation of the staff's input.

c. Book drop: The new automated book drop has been installed and is functioning well.

Director (Ishmael)

Hiring – Interviews continue into January with promising candidates for Circulation and Cataloging.

Weeding – The weeding project that began September 2020 with target of reducing collection size by 30% was completed at the close of December 2021.

2021 Year End Evaluations – have been completed.

Book Drop – Successfully delivered from Switzerland just within the signed agreements term of 60 days. Installation of both book drop upgrade kits took place on Thursday, January 13th, and are up and running. Staff is keeping a close eye on the first few weeks to ensure any bugs that come with an update are quickly caught and resolved.

Overview of 2021 Director Projects below

Finance and Operations (Christensen)

TLS Docks did a preventative maintenance inspection of our hydraulic book drop platforms-- which are in good working order.

Since snowy weather has arrived, the Lincoln Charter Township maintenance department has been keeping the library parking lots plowed, and the sidewalks, entrances, and walkways shoveled and salted for us. Their timely work is always greatly appreciated!

With the end of the calendar year, various payroll and compensation related items are reviewed and updated for the new year or completed for the old year. Some employee items reviewed and updated include: Flexible Spending Account participation and elected amounts information sent to our third party administrator, union dues rates, and health insurance participation and premium contributions computed.

Nonemployees who provided paid services of at least \$600 are provided a 1099 NEC form.

Youth Services (Ware)

We started December off with our first post-pandemic outreach. On Saturday, December 4th, Board Member Elizabeth Carlson and I (Mary Ann) attended Christmas in the Village of Stevensville. On Sunday, December 5th, Kelly Duffy and I attended Christmas in the Village of Baroda. At both we offered a holiday craft. Attendees in general were excited to have a community event to attend. The outreach gave us an opportunity to remind people that LTPL is here to service them with both online and in-person services. I would like to thank Dr. Carlson for volunteering to help.

We finished out our 2021 Sunshine Story Times on December 7th with a special visit from Santa. He dropped by for pictures and to hear the little one's Christmas wishes. I would like to thank Lincoln Township resident Tommie Closson Sr. for volunteering to help with this event.

During the month, our teens were offered the opportunity to pick up a Holiday Grab Bag. It contained several activities and a few sweet surprises to help spread some cheer.

Director Overview of Projects for 2021

Regular Meetings - Prepare agendas, reports, packets as appropriate; attend.

Monthly

- LTPL Board (Regular, Special)
- Five LTPL Board Committees (Community Relations, Facilities, Finance, Personnel, Strategic Planning)
- Four Service Area Village/Township Boards (Royalton, Lincoln, Stevensville, Baroda)
- Baroda Area Business Association

Bi-Monthly

- Friends of the Library

Weekly (strive for)

LTPL Board President Check-Ins

- Management Team
- All Staff Huddles (Jan-Sept; discontinued in Oct due to new hours)

PROFESSIONAL DEVELOPMENT

- Hodges Institute Online Executive Coaching (Nov 2020-Jan 2021)

- Executive Coaching with Deb Terry, Skillblenders (Jan-Oct, 2-3 sessions per month)
- Image Consultant, with Patty Buccellato, Refined Images (Apr-Dec, 2-3 sessions per month)
- Peer Mentor Group, monthly

STAFF TEAM & OPERATIONS

- 2 Promotions: Head of Finance and Operations (Feb); Head of Youth Services (June)
- 3 Vacancies on hold: 1 Youth Library Associate, 1 Management, 1 Marketing
- 5 On-boards: 4 Circulation Clerks, 1 Adult Library Associate
- 7 Off-boards: 6 Circulation Clerks, 1 Management
- Job Description Updated: Head of Finance and Operations (Jan-Feb)
- Performance Evaluation forms updated (Director and Staff Team) (Jan, May)
- Union: Established Letter of Understanding for Floating Holidays (Mar)
- Checklists for Management and Circulation Staff developed and implemented (Mar)
- Interviews for Circulation and Adult Library Associate; conducted and delegated (ongoing)
- Performance Evaluations conducted (quarterly, mid-year, annual)

FACILITY

- Building Refresh
 - o Wrap up Daniels & Zermack; obtained reduced invoice (Jan)
 - o Engage DEMCO for interior design, shelving concepts (Feb-Apr)
 - o Engage Pearson Construction (July)
- Hours Survey
 - o Design, implement survey (Feb)
 - o Collected and reported responses
 - o Implemented new hours and staff shift logistics (Oct)
- Coordinated Staff/Public Furniture Auction to remove excess furniture (Apr)

SERVICES AND COLLECTIONS

- Relabeling Project
 - o Evaluated current systems and equipment (Feb-Apr)
 - o Determined and documented new label standards (Apr-Jun)
 - o New standards implemented for all new material, Relabeling existing collections underway (Sep)
- Relocation Project
 - o Collections being moved/reorganized for improved organization/patron discovery (Sep)
- § Completed so far: Teen Nonfiction, Magazines, Newspapers, DVDs, Large Print, Local Authors, Business, Gardening

- Baroda Contract near conclusion (Oct-Dec; final contract to be approved by LTPL Board)

TECHNOLOGY

- Phone Upgrade (Jan-Apr)
 - o Carried out RFP Process
 - o Presented bids for board consideration
 - o Upgrade implementation and training accomplished ahead of schedule
- Book Drop Upgrade (Mar-Dec)
 - o Issue troubleshooting (March)
 - o Quote Collection (August)
 - o Bids reviewed and presented to board with recommendation (September)
 - o Equipment arrived; installation scheduled for Jan 13, 2022.
- Updated Tech Acquisitions Plan to 8-year cycle, with estimations for budgeting (Jul)
- Security Update (ongoing)
 - o Researched options and systems available
 - o Quote collection

COVID-19

- Continual review of COVID-19 CDC and MiOSHA protocols (ongoing)
- Periodic protocol reviews with Staff (ongoing)
- Closed Material Quarantine process (Mar)
- Meeting Rooms made available again for public use (June)
- o Implementation of new reservation management software
- Return to in-person programming (June)
- Managed through two instances of COVID-19 positive staff, and one patron (communications, documentation, schedule adjustments) (November, December)

OTHER PROJECTS

- Board (Jan-Mar)
 - o Established information packets for recruiting/onboarding
 - o Onboard New Board Members: Suellen, Connie, Elizabeth
 - o Offboard one member, post vacancy
- Strategic Planning
 - o Prepared and presented recap summary (Feb-Mar)

- o Prepared and facilitated Stakeholder Session (Nov)
- Employee Handbook (Feb-Nov)
 - o Obtained Employee, Management Team, Board feedback
 - o Researched other library/municipality handbooks and policies
 - o Drafted Revision, reviewed with Personnel Committee
 - o Submitted for legal review
- Bag Sales established as alternative for Annual Friends Book Sale (Apr)
- Prepare and file Annual State Report (statistics, financials, staffing, collections) (Oct-Jan)

1. Open Opportunities

- a. Relabeling Project (in progress) expected to be completed end of 2022.
- b. Weeding Project is complete! The Board congratulated Jessica and the staff for this effort.
- c. Cyber Liability Insurance (Jan 2022) Evaluation of insurance needs is nearly complete and will be submitted by end of week.
- d. Annual State Report (Feb 2022) Jessica stated this report will be submitted before her last day Feb. 11. Linda suggested the completed form also be sent to Board members for professional development.
- e. Security Updates (Feb 2022)

2. For the Good of the Library

- a. Jessica shared a communication with Friends donor who has never been to Stevensville. Initially sending a donation for \$100, the donor gave another \$500 after receiving a personal thank you from Friends President Carol Reigel.
- b. Connie reports local actors/comedians will be holding 'how to' sessions at LTPL once scheduled by staff librarian Brian.

Upcoming Service Area Meetings:

Royalton Township: Monday, February 14th | Second Mondays at 7pm 980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, February 8th | Second Tuesdays at 7pm 2055 W. John Beers Rd,

Stevensville, 49127 Stevensville Village: Wednesday, February 9th | Second Wednesdays at 7pm 5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, February 21st | Third Mondays at 7pm 9091 1st Street, Baroda, 49101

Adjournment at 7:56pm

Next meeting January 18, 2022

“Working Session” starts at 6:00pm

Regular Board Meeting starts at 6:30pm

Respectfully submitted,
Suellen S. Klein