

Lincoln Township Public Library Board of Trustees  
Meeting Minutes: Tuesday, May 17, 2022 | 6:00 pm

6:00 Workshop topics included 1) Baroda contract and 2) mechanical engineer consultation

Call to order: 6:37pm by Vice-President Linda Stocker

Present: Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Elizabeth Carlson, Trustee Connie Weaver, Head of Finance & Operations Deb Christensen, Head of Library Services Mary Ann Ware

Absent: President Megan Yore-Norbey

Public Comment: None

Additions to Agenda: Jenny requested a change to agenda #8: to include the director search cost in Future Needs. Liz requested a change to agenda #7: to make the proposal an action item. The Board agreed to these changes.

#### Approval of the Agenda

- a). Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes from the Board meeting April 19, 2022. The motion passed unanimously.
- b). Approval of Treasurer's report: Suellen made a motion, seconded by Liz, to approve the Treasurer's report for April 2022 with check #'s 20373-20415. The motion passed unanimously.
- d) Correspondence: None

#### Governance and Administration - (Yore-Norbey)

No report

#### Community and Government Relations (Weaver)

- a) The Friends book sales for April totaled \$660.75

#### Building, Landscape, and Technology (Carlson)

- a) Liz made a motion, seconded by Connie, to accept the proposal from Allied Mechanical Services to provide an evaluation and design of HVAC upgrades for LTPL. The cost is to not exceed \$20,000. Discussion included the worth of an overall evaluation of the building and ductwork with a new roof being constructed, and the inclusion of current best practices for a control system to monitor components of HVAC. Due to the scarcity of mechanical engineers, the Board waived the usual requirement for bids. The motion to accept the proposal passed unanimously.

#### Finance (Cowan)

- a) Proposed budget revisions:
  - 1) Jenny made a motion, seconded by Suellen, to move SPIF funds of \$4,000 to Salaries. Discussion clarified that SPIF is no longer included in the current union contract. The motion passed unanimously.

2) Jenny made a motion, seconded by Liz, to move \$385,000 from (2400) Committed for Future Needs to the 2022-2023 Budget. This amount includes funding for roof replacement, HVAC & controls, and director search. The motion passed unanimously.

#### Strategic Planning (Klein)

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

#### Operations and Staff (Stocker)

a) Linda provided an update regarding the director search.

#### Library Report (Christensen)

#### April 2022

MeL Maven: Vicki completed the MeL Maven badge online. This is a series of six tutorials put together by MCLS that looks at the 10 most comprehensive eResources available on mel.org and the best way to use them to help our patrons get the information they need. This includes knowing which questions to ask and how to tell if a source is legitimate. These eResources are free to all Michigan residents.

Adult Collection Reorganization: Brian spearheaded shifting the Adult collection which started in February and is now complete. Signage has also been updated. Here is a summary of what took place:

- We condensed the adult fiction slightly to make room for teen nonfiction and a local authors collection display.
- We moved adult large print and mystery back to their original location, as the feedback we received from the public is that they preferred that those collections stay put.
- We moved feature films back to their original location, but they were crammed before so we spread them out so that they now take up three aisles instead of two.
- Nonfiction movies now have their own location, after the feature films. There is more room for them now than there was in their previous location.
- Browsers are now where reference and business once were. Reference was weeded and moved to the end of the nonfiction section.
- As we had a lot of room leftover after weeding nonfiction, we condensed that collection to allow more space for large print and mysteries. Business, cooking, and gardening have been integrated into the nonfiction section.
- And finally, Book Club To Go kits have been moved to the shelving units in front of the Newspaper Reading Room, as those were no longer being used by the movies.

New Library Associate: We would like to congratulate our new Library Associate for Adult Services Kyle Bartoszek. In addition to his circulation duties, Kyle will be assisting Brian with collection development and programming.

I Heart Spanish Programs: During the month of May, Christine Velasco, owner of I Heart Spanish, will present our Tuesday morning story times. Our take and make activities for preschoolers this month are a series of little Spanish/English storybooks for the kids to color and assemble.

Smart Money Michigan Reads Project: During the month of April, we collaborated with the Michigan Financial Wellness Network for their Smart Money Michigan Reads project. This year featured the book *Count on Pablo* by Barbara DeRubertis. We shared the book in story time and each family received a copy to take home, courtesy of Michigan Credit Unions. Additional copies and companion worksheets were offered as part of our Creation Station To-Go.

Where are We Eating? Series: Teens got a chance to virtually visit Italy on April 29 as part of our ongoing series: *Where Are We Eating?*. They were treated to regional foods and a discussion of Italian culture.

For the Good of the Library:

The Board thanks the staff of the library for maintaining open hours when other local libraries are decreasing their hours of operation.

Upcoming Service Area Meetings:

- a) Royalton Township: Monday, June 13th | (Stocker) Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: Tuesday, June 14<sup>th</sup> | (Yore) Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: Wednesday, June 16<sup>th</sup> | (Weaver) Dates Vary at 6pm  
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: Monday, June 20th | (Carlson) Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 7:26pm

Next meeting June 21st, 2022

Respectfully submitted,  
Suellen S. Klein