

Lincoln Township Public Library Board of Trustees  
Minutes: Tuesday, July 19, 2022 | 6:30 pm

Call to order: 6:40pm by President Megan Yore-Norbey

Present: Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Elizabeth Carlson, Trustee Connie Weaver, Library Director Joelle Wake

Absent: None

Public Comment: None

Additions to Agenda: Liz requested adding a carpeting proposal to #8 Building, Landscape, & Technology. The Board agreed to these changes.

#### Approval of the Agenda

- a). Approval of Minutes: Linda made a motion, seconded by Connie, to approve the minutes from the Board meeting June 14, 2022. The motion passed unanimously.
- b). Approval of Treasurer's report: Liz made a motion, seconded by Suellen, to approve the Treasurer's report for June 2022 with check #'s 20448-20482. The motion passed unanimously.
- d) Correspondence: A letter was received June 20, 2022 from the Baroda Township Board.

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

Baroda contract – The above-mentioned correspondence indicates Baroda Township's intention to discontinue library services with LTPL as of December 20, 2022. Following general discussion by the LTPL Board, a response letter will be sent to Baroda Township officials.

#### Community and Government Relations (Weaver)

The Friends book sales for May totaled \$649.55. The total sales proceeds for June are \$986.80. There is a bag sale on Saturday, July 23.

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

Liz explained that an area of carpeting near Rosetta's House needs replacement. Liz made a motion, seconded by Linda, to accept a bid from Country Carpet for \$5,300. After discussion, the motion to accept the proposal passed unanimously.

#### Finance (Cowan)

None

#### Strategic Planning (Klein)

Committee meetings are scheduled to re-start in August.

## Operations and Staff (Stocker)

- a) Linda made a motion, seconded by Liz, to accept the acceptance letter of Joelle Wake. The motion passed unanimously. The entire Board welcomes our new director!
- b) Linda noted that in July, due to staffing changes, Hollie Ayers and Brian Johnson have assumed additional responsibilities above and beyond their usual job requirements. Jenny made a motion, seconded by Connie, to pay Hollie and Brian an additional \$1.00 per hour worked in July as permitted by the union contract. This motion passed unanimously.

## Library Report (Christensen, Johnston, Ware) May 2022

### **Junior Friends**

We are excited to once again have Junior Friends volunteers helping with summer reading. These teens will assist patrons with registration, reporting, and claiming rewards. Junior Friends is a library program that offers teens an opportunity to show the world they are ready to handle responsibility. Participants use the volunteer experience on club, scholarship, and first job applications.

### **Summer Reading Promotion**

We emailed summer reading promotional materials to all Lakeshore School District Schools, the Saint Joseph School District Office, RESA's Lighthouse Educational Center, Lake Michigan Catholic, and all the Lutheran parochial schools within our service area. Brandon and Mary Ann distributed flyers and made promotional visits to Hollywood, Roosevelt, and Stewart Elementary Schools.

### **Rosetta's House**

Rosetta's House is being revamped. The goal is to make this early literacy center align more closely with the Association for Library Services to Children's program, *Every Child Ready to Read*. The focus will be on encouraging adults to work with the pre-readers in their life to TALK, SING, READ, WRITE, PLAY, and CLEAN UP together. Verbal discussion between the two is what makes these activities early literacy skill-builders. It will be a work in progress, but the change will begin on June 13, the start of summer reading.

### **Better World Books**

Our latest payment from Better World Books totaled \$232.28. Per their website, "Better World Books will ship, process and sell your discards and donations, then donate or recycle what's left for free." This is certainly a win, win arrangement!

### **The Futures School**

Brian has been accepted into The Futures School, a three-day program that provides training for library professionals. The training will take place July 12-14. Brian can attend for free thanks to a grant from the Institute of Museum and Library services.

### **Women's Suffrage Display**

Over the past month, we have had a display by the new books on the history of women's suffrage, which Brian obtained for free from the National Archives.

## **Building Maintenance**

Various building maintenance items completed recently include:

- The automatic doors at the main entrance were inspected—no repairs needed
- A new flag was purchased
- Various small plumbing repairs were completed
- Parking lot cracks were sealed in our public and staff lots and the stripes, arrows and other markings were painted in the public lot

Library Report (Christensen, Ayres, Johnston, Rausch) June 2022

## **Co-op Grant**

Information was submitted to receive the annual grants available from the SW Michigan Library Cooperative. We have received a check for \$2260 including: Collection development for \$1000, Technology for \$1000, and PPE for \$260.

## **E-rate**

The Letter of Agency for participating in the federal e-rate program in partnership with Elite Fund, Inc. for funding year 2022-2023 was processed.

## **SAM Upgrade**

Vicki upgraded SAM (the patron management software on the public computers) in the children's department as a test before deploying it in the adult section. This is a free service from the company.

## **Summer Reading Program**

The Summer Reading Program is going strong. We have surpassed last year's numbers. We have 952 kids, teens, and adults registered this year so far. Last year's total was 885.

Our Pokémon Card Battle has had two sessions this summer. Attendance has been very high with 31 attendees at each session, and there is a lot of public interest in expanding this program.

Sixty-eight kids and teens participated in our back-to-back Nerf Games with Joel Tacey. Joel has always been a terrific performer at our library. We appreciate that he is always willing to run special events for our teen patrons as well as our younger patrons.

The teens also enjoyed making Ocean Jewelry this summer. The 23 participants filled out surveys requesting more jewelry events in the future.

Jill Phenegar taught an Active Shooter Resistance and Defense Class in July. When registration opened in early June, the class filled up in less than two days, and Jill is coming back to teach another class on August 1.

### **Book Club to Go Kits**

We recently added three new Book Club to Go kits to our collection: H is for Hawk by Helen MacDonald, The Great Divorce by C.S. Lewis, and Where the Crawdads Sing by Delia Owens.

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: August 8 - Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: August 9 - Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: August 9 - Dates Vary - at 6pm  
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: August 15 - Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 7:28pm

Next meeting September 20, 2022

Respectfully submitted,  
Suellen S. Klein