

Lincoln Township Public Library Board of Trustees

Proposed Minutes: Tuesday, December 3, 2024 | 6.30 pm

Call to Order: 6:30 by President Stocker

Present: President Linda Stocker, Vice-President Elizabeth Carlson, Trustee Kelsey Leemaster, Trustee Megan Yore-Norbey, Library Director Joelle Wake

Additions to the Agenda: None

Presentation: Dana Londot, Business Manager and Brian Johnston, Librarian – Annual MLA Conf.

Approval of the Agenda

1. Approval of Minutes: Elizabeth made a motion, seconded by Megan, to approve the minutes from the Board meeting from October 15, 2024. The motion passed unanimously.
2. Approval of Treasurer's report: Elizabeth made a motion, seconded by Megan, to approve the Treasurer's report from October and November with checks and ACH payments. The motion passed unanimously.
3. Correspondence: Thank you note from former Trustee Suellen Klein

Governance and Administration - President (Stocker)

1. Linda welcomed Kelsey Leemaster, newly elected trustee.
 2. Board Candidates Michael D. Mortimore and Jacquie Godush were interviewed to fill 2 board vacancies.
 3. Trustee Appointments: Elizabeth made a motion, seconded by Megan, to approve the appointment of Michael D. Mortimore and Jacquie Godush as new trustees. The motion passed unanimously.
 4. Treasurer Nomination: Elizabeth made a motion, seconded by Megan, to approve the appointment of Jacquie Godush as the Treasurer of the Lincoln Township Public Library Board of Directors. The motion passed unanimously. Jacqui will be added within accordance of the By-Laws (of the board of directors) as a signatory on all financial documents. Jenny Cowan (former LTPL Treasurer) will be removed as signatory. Elizabeth Carlson and Linda Stocker will remain as signatories.
3. 2025 Board Meeting Dates Elizabeth made a motion, seconded by Kelsey, to approve the 2025 Board meeting dates. The motion passed unanimously.

Community and Government Relations (TBD)

1. Friends of the Library are updating their store.

Building, Landscape, and Technology (TBD)

1. Linda and Joelle provided a detailed renovation update. The work is on schedule and expected to be ready for the grand reopening on 12/13/2024. Joelle was thanked again for her leadership and drive that made the renovation occur on schedule. The lights will be installed in January.

Finance (TBD)

1. Budget Adjustments for Capital Improvements: Elizabeth made a motion, seconded by Kelsey, to approve moving \$100,000 from CD to #6454 Capital Improvements/Future Needs. Total approval for Capital Improvements/Future Needs: \$1,600,000. The motion passed unanimously.

2. Bonus for Joelle in recognition of her extra time and outstanding work on the renovation. Linda made a motion, seconded by Megan, to approve a one-time bonus equal to 6% of her base salary payable the second pay period of December 2024. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

1. The Scorecard will be reviewed and updated by the new committee.
2. JV Studios is making an in-kind donation of a video highlighting the renovated library. Their proposal has been accepted by the Foundation Board. Kelsey made a motion, seconded by Elizabeth, to accept this donation. The motion passed unanimously. Joelle is working with JV Studios and filming is expected to occur on January 8 or 15, 2025 at the library.

Operations and Staff (Carlson)

1. U of M Survey Results were reviewed. LTPL scored high in all categories. It was noted that patrons were interested in the library being open for additional hours. The Board will review this in February.
2. SAC Request: Joelle will provide details in January.
3. Meeting Room & Digital Media Lab Policy 4.6. Megan made a motion, seconded by Kelsey to approve the revised policy. The motion passed unanimously.

Director's Report

Upcoming Service Area Meetings:

Royalton Township: Monday, December 9 | Second Mondays at 7pm

980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, December 10 | Second Tuesdays at 7pm

2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Thursday, December 5 | First Thursdays at 6pm

5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, December 16 | Third Mondays at 7pm

9091 1st Street, Baroda, 49101

Adjournment: Next meeting is scheduled for Tuesday, January 21 at 6:30 pm in the Quiet Reading Room