Lincoln Township Public Library Board of Trustees  
Meeting Minutes: Tuesday, March 15, 2022 | 6:00 pm

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

Call to Order: 6:26 pm by Megan Yore-Norbey

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

Absent: Secretary Suellen Klein

Public Comment: none

Guest Introduction: none

Additions to Agenda: none

Approval of the Agenda:

a. Minutes Connie Weaver made a motion, Linda Stocker seconded, to approve the minutes from February 15, 2022. The motion was unanimously carried.

b. Jenny Cowan made a motion, seconded by Connie Weaver to approve the Treasurer’s report for February 2022 with check #’s 20302 to 20326. The motion was unanimously carried.

c. Correspondence: none

Governance and Administration

a. President (Yore-Norbey)
   i. We have been in contact with Baroda to approve the contract for the next 3 years. Linda made the motion, and Jenny seconded it. The LTPL board voted to sign the contract and submit it to Baroda Township Board to sign at their next meeting.

b. Community and Government Relations (Weaver)
   i. Bag Sale March 26

c. Building, Landscape, and Technology (Carlson)
   i. Roof RFP: Submitted Roof RFP and HVAC RFP to board for review and action on next meeting.

d. Finance (Cowan)
   i. Jenny Cowan made a motion, Connie Weaver seconded, a budget amendment to increase the FY 21-22 budget by $500 to account for grant obtained by one of the library staff, Brian. The motion was unanimously carried.
   ii. Jenny Cowan moved, Linda Stocker seconded, to retain Scarpone & Company, P.C. as the LTPL Auditor for Fiscal Year 2021-22. The motion was unanimously carried
   iii. Insurance Update: postponed until April meeting

e. Strategic Planning (Klein):
   i. Postponed until April meeting
f. Operations and Staff (Stocker)
   i. Union negotiations are ongoing.

g. Director’s Report
   i. Staff In-Service Day: On February 21, fortified by breakfast provided by the Library Board, goals accomplished by the staff on In-Service Day included:
      1. Training for recently hired team members.
      2. Youth collection weeding project
      3. Spring cleaning projects
      4. New library materials final processing
      5. Library material repairs
      6. Returned library materials re-shelved
      7. Various collections shifted: Adult Fiction, Teen Non-fiction, Local authors
   ii. Staff Appreciation Luncheon: The Friends of Lincoln Township Public Library hosted a Staff Appreciation Luncheon on February 21. We also celebrated several staff members’ milestone anniversaries: Brian, 10 years (2022), Hollie, 20 years (2021), Vicki, 20 years (2021), and Deb, 25 years (2021).
   iii. Rosetta’s House: Rosetta’s House is open the same hours that the library is open! It is now arranged into separate areas for reading, story time themed stamping activities, craft or science-based activities, and the literacy computer is available. The two literacy computers near the youth information desk are also available, again.
   iv.

2. Open Opportunities
   a. Relabeling Project (in progress)
   b. Employee Handbook (April/May)
   c. Self-Check Out Station: Confirmation of the purchase order received.
   d. Security Updates (update postponed to April meeting)

3. For the Good of the Library
   a. Jenny Cowan reported two First Source bank employees went out of their way to assist LTPL. She would like to thank Erica and Drew for their assistance.
   b. Rosetta’s Room has been reopened by the library staff. Thank you very much.

Upcoming Service Area Meetings:

Royalton Township: Monday, April 11th | Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, April 12th | Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, April 13th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, April 18th | Third Mondays at 7pm
9091 1st Street, Baroda, 49101
Adjournment: 7:10 pm

Respectfully submitted: Elizabeth Carlson