

Lincoln Township Public Library Board of Trustees
Tuesday, January 21, 2025 | 6.30 pm

1. Call to Order

- Called to order at 6:28 pm on 1/21/2025 by outgoing President Linda Stocker.

2. Public Comment

- No public comment

3. Additions to the Agenda

Linda Stocker brought two additional items to the agenda; LTPL Board Code of Ethics (added to Governance and Administration) and the Union Contract Negotiations (added to Governance and Administration)

4. Approval of the Agenda

1. Approval of Minutes from December 3, 2024

Motion to approve made by Elizabeth Carlson. The motion was seconded by Dr. Megan Yore-Norbey. The motion passed unanimously.

2. Approval of Treasurer's reports from December 2024 with checks and ACH payments:

Elizabeth Carlson made a motion to approve. Motion seconded by Michael Mortimore. The motion passed unanimously.

3. Correspondence: n/a

5. Governance and Administration - President (Carlson)

1. Executive Board

The LTPL Board Member identification information was reviewed as included in the packet noting that Elizabeth Carlson is President, Linda E. Stocker is Vice President, Jacquie Amicarelli-Godush is Treasurer, Michael Mortimore is Secretary, Kelsey Leemaster and Dr. Megan Yore-Norbey are Trustees. A motion to approve was made by Elizabeth Carlson. The motion was seconded by Kelsey Leemaster. The motion passed unanimously.

2. Committee Assignments

Committee Assignments were reviewed as presented in the packet. Motion was made by Linda Stocker to approve. Jacquie Amicarelli-Godush seconded the motion. The motion passed unanimously.

3. Code of Ethics (item added)

The Code of Ethics for the LTPL Board was reviewed by all members and signed with no changes as presented in the board packet.

4. Upcoming Union Contract Negotiations (item added)

Linda Stocker discussed the email from Kelly Nemitz in the board packet informing us that LTPL's union contract negotiations are approaching. It was requested that board members review the existing contract and provide Dr. Megan Yore-Norbey, who will act as the Board representative during the process with any questions or insight on said contract by the end

of January 2025. It was requested that the board approve engaging in the union contract negotiations.

Motion was made by Elizabeth Carlson to approve. The motion was seconded by Dr. Megan Yore-Norbey. The motion passed unanimously. Additional discussion was noted that we have to set aside up to \$20,000 in the budget to cover the negotiation costs. Also, Dr. Megan Yore-Norbey noted that the previous relationship with Brian Mortimer, who represented the board in the previous union contract negotiation, was positive.

6. Community and Government Relations (Stocker)

1. Friends of the Library

Linda Stocker mentioned that she and Kelsey Leemaster will have the first committee meeting February 12, 2025. The Friends of the Library rescheduled their meeting from Tuesday, January 21 to Friday, January 24.

An additional discussion ensued regarding JV Studios video production for the library and how to provide access to the video to our community members. The library will look to post the video on YouTube then provide linked access to the video through multiple channels.

7. Building, Landscape, and Technology (Leemaster)

1. Landscape Quote

Joelle Wake provided insight into the annual landscaping quote provided in the packet. Linda Stocker motioned to approve as presented. Kelsey Leemaster seconded the motion to approve. The motion to approve passed unanimously.

2. Millonex Onboarding Schedule

Joelle Wake played a video for the board members on Millonex which focused on functionality and features that the system has available. The board reviewed the training/learning schedule. It was noted by Joelle Wake that the transition from TLC is expected 3/31/2025. LTPL will be the first library to “go live” with Millonex and some initial bugs are expected.

8. Finance (Godush)

1. Budget Adjustments

LTPL received an additional \$10,200 in grant funding. Joelle Wake requested that these additional funds be added to the current budget. It was proposed that \$10,000 be added to the Grant Expenses budget and \$200 be added to the programming budget. Linda Stocker motioned to approved. Michael Mortimore seconded that motion. The motion was approved unanimously.

2. ACH Vendors

Joelle Wake discussed the current ACH Vendor list and requested that 4 additional vendors be added to that list. Elizabeth Carlson motioned to approve. Dr. Megan Yore-Norbey seconded that motion. The motion was approved unanimously.

9. Strategic Planning (Mortimore)

1. Scorecard

Michael Mortimore discussed that the Strategic Planning team met on 1/16/2025 and reviewed the Strategic Plan. Michael Mortimore, Linda Stocker and Joelle Wake were present at this meeting. Four items had adjustments made regarding their completion timeline and completed items will be moved to the back of the report to allow for easier review of "in process" items. Michael Mortimore noted that a lot of beneficial work has already been completed, and good headway has been made on the "in process" items. The Strategic Planning team will continue to meet monthly to review progress being made.

10. Operations and Staff (Yore-Norbey)

1. Annual Report

The annual report that was completed and acknowledge by The Library of Michigan on 1/8/2025 as being received was circulated to the board for review. The board thanked Joelle Wake for her hard work in preparing this report.

2. Key Card Policy Form

Joelle Wake presented a Key Card Acknowledgement Form that is to be signed by individuals with Key Cards. This form was reviewed by the Board. Dr. Megan Yore-Norbey motioned to approve the form. Linda Stocker seconded the motion. The motion passed unanimously.

11. Director's Report

Joelle Wake reviewed the Director's Report as included in the board packet with the board.

12. Public Comment

No public comment.

13. For the Good of the Library: Newspaper Editorial

Reviewed article written by Harry Blessy in relation to the LTPL remodel and grand re-opening. Overall, the article was very positive and much appreciated by staff and board members.

Additional discussion ensued about adding the acceptance of the Evans School sign to the agenda for next month's board meeting.

Meeting was adjourned at 7:40 pm 1/21/2025.

Upcoming Service Area Meetings:

Royalton Township: Monday, February 10 | Second Mondays at 7pm

980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, February 11 | Second Tuesdays at 7pm

2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Thursday, February 6 | First Thursdays at 6pm

5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, February 17 | Third Mondays at 7pm

9091 1st Street, Baroda, 49101

Next meeting is scheduled for Tuesday, February 18 at 6:30 pm in the Quiet Reading Room

