

Lincoln Township Public Library Board of Trustees

Tuesday, March 18, 2025 | 6.30 pm

1. Call to Order

- Called to order at 6:34 pm on March 18, 2025 by Vice President Linda Stocker. Present at the meeting were Kelsey Leemaster, Jacquie Amicarelli-Godush, Joelle Wake, Michael Mortimore, Megan Yore-Norbey and Andrea Estelle (Otsego Public Library and SMLC Director. Absent was Elizabeth Carlson.

2. Public Comment

Please state your name and address. Comments are limited to 3 minutes per person.

- No public comment.

3. Presentation: Andrea Estelle, Otsego Public Library and SMLC Director

- Andrea Estelle, Otsego Public Library and SMLC Director, gave a presentation to the board in regard to the SMLC (Southwest Michigan Library Cooperative) including a background on their programs and services as well as an upcoming events calendar detailing specific events that the board trustees could attend as well as other individuals at LTPL.

4. Additions to the Agenda

- No additions to the agenda noted.

5. Approval of the Agenda

1. Approval of Minutes from February 18, 2025

- Motion to approve was made by Michael Mortimore. The motion was seconded by Kelsey Leemaster. The motion passed unanimously.

2. Approval of Treasurer's reports from February 2025 with checks and ACH payments.

- Motion to approve was made by Megan Yore-Norbey. The motion was seconded by Kelsey Leemaster. The motion passed unanimously.

3. Correspondence: n/a

- No correspondence reviewed.

6. Governance and Administration - President (Carlson)

1. By-Laws Approval

- By-Law updates were presented by Linda Stocker and reviewed by members of the board. A modification was made to the By-Laws under Article IV (Officers) Section 5 (Term) to state that Officer terms shall not be limited except for the offices of President and Vice President. The President and Vice President shall be limited to a 2-year term. Terms shall run from December 1st to November 30th of the following year. This update was motioned for approval by Megan Yore-Norbey. The motion was seconded by Michael Mortimore. The motion passed unanimously.

2. Library Hours

- Linda Stocker presented the proposed modification to the library hours which are to open at 9am on Saturday versus the current opening hour of 10am on Saturday. This change is to better serve the patrons and create consistency in the opening hours Monday – Saturday. This would be

effective April 12th. This modification was motioned for approval by Megan Yore-Norbey. The motion was seconded by Kelsey Leemaster. The motion passed unanimously.

7. Community and Government Relations (Stocker)

1. Friends of the Library

- *Linda Stocker mentioned that Friends of the Library will be having the Book Bag Sale Saturday, March 22 from 10 am - 5.00 pm. Next meeting is March 25 at 2.30 pm*

2. Lakeshore Schools

- *Joelle and Linda met with the Lakeshore Schools administration staff on March 13. They explained the library renovation and most of the staff have already visited the library since December. Joelle provided elementary, middle school, high school each with a two-page document with services and programs that the library offers targeted to the specific grade levels. Joelle provided a thorough demonstration of the educational services offered on LTPL website as well as key upcoming programs. All the Lakeshore staff were impressed and commented on how many items would be useful.*

3. Foundation

- *Linda Stocker mentioned that the Lincoln Township Library Foundation Board of Directors will be meeting Wednesday, March 26 at 9.00 am. She offered that if anyone knew anyone that would like to serve on the board as Treasurer, please contact Megan Yore-Norbey or Linda Stocker.*

On behalf of the Lincoln Township Library Foundation, Megan wrote a one-page article for the LTPL summer newsletter introducing Phase III of the library revitalization.

The 2nd Annual LTPL 5K Run & Walk is scheduled for Saturday, April 12 at 9.00 am. If you would like to participate, please register or contact Dana to volunteer.

8. Building, Landscape, and Technology (Leemaster)

1. 20-Year Capital Improvements Plan

- *Joelle Wake and Kelsey Leemaster reviewed the 20-year Capital Improvements Plan with the group noting larger projects upcoming including the parking lot re-paving in 2027 and landscaping work in 2028.*

2. Insurance Renewal

- *Joelle Wake presented the insurance renewal proposed and noted a minor increase which was to be expected. Joelle noted that she has discussed rates with other libraries and that LTPL falls in line with what other libraries are paying.*

9. Finance (Godush)

1. Budget Adjustments

- *Jacquie Amicarelli-Godush presented budget adjustments regarding moving \$8,500 from #6220 and adding \$2,500 to #6309 and \$6,000 to #6050. Also requested was to move \$26,000 from #5020 to #6305. Motion to approve was made by Michael Mortimore. The motion was seconded by Jacquie Amicarelli-Godush. The motion passed unanimously.*

2. Outdoor Sign

- The board reviewed the proposed work to be done on the outdoor sign. A motion to approve the work to be done on the outdoor sign was made by Megan Yore-Norbey. The motion was seconded by Michael Mortimore. The motion passed unanimously.

3. Request to Levy Millage (L-4029 Request)

- Linda Stocker presented the L-4029 request letter to be sent to Lincoln Charter Township requesting that the Lincoln Charter Township Board levy the maximum millage allowed on the 2025 millage rate. Motion to approve was made by Megan Yore-Norby. The motion was seconded by Kelsey Leemaster. Linda Stocker requested a roll call vote for approval and all board members present supported unanimously.

4. FY25-26 Budget Public Hearing

- No public comments.

5. FY25-26 Budget Approval

- Motion to approve the budget was made by Jacquie Amicarelli-Godush. The motion was seconded by Michael Mortimore. Linda Stocker requested a roll call vote for approval and all board members present supported unanimously.

10. Strategic Planning (Mortimore)

1. Scorecard

- Michael Mortimore reviewed the Strategic Planning document. He noted that the capital needs target date was being moved from April 2025 to May 2025. He also added that completion dates are being added to the completed projects as they are completed.

11. Operations and Staff (Yore-Norbey)

1. Closed Session: Roll Call

- Contained within Closed Session minutes.

2. Tentative Union Contract

- Contained within Closed Session minutes.

3. Close and Reopen Regular Session

- Contained within Closed Session minutes.

4. Union Contract 2025-2028

- The Board brought up a concern for Article 27 Section 2 in the Union Contract that state: Upon completion of five (5) full years of service and in five (5) year increments thereafter, employees will receive a lump sum payment in the amount of 3% of their annual base pay at the time of the lump sum payment. The Longevity Pay is limited to those employed prior to 03/31/19. Once again, the LTPL Board of Directors is not aligned with Article 27 Section 2 of the Union Contract as it is a costly amount of the salary budget which only applies to four (4) employees. The Board of Directors recognized that LTPL bargained in good faith, and because of that we unfortunately had to accept this section. The Board of Directors is of the position that longevity payments should be eliminated from the Union Contract, making compensation equitable to all employees.

- *Motion to approve the draft union contract as presented and the board statement was made by Megan Yore-Norbey. The motion was seconded by Jacquie Amicarelli-Godush. Linda Stocker requested a roll call vote for approval and all board members present supported unanimously.*

12. Director's Report

- *Joelle reviewed the director's report with the board and presented a summarized version via PowerPoint.*

13. Fiscal Presentation- Dana Londot, Business Manager

- *Dana Londot entered to present the fiscal presentation to the board. This presentation focused on detailed insight relating to the renovation project. LTPL was under budget for the renovation project.*

14. Public Comment

Please state your name and address. Comments are limited to 3 minutes per person.

- *No public comment*

15. For the Good of the Library: Email Message from Patron

- *Joelle Wake reviewed an email LTPL received from a patron expressing appreciation for the Dish It Up program that LTPL hosts.*

16. Adjournment

- *Board meeting was adjourned at 8:00pm on March 18, 2025.*

Upcoming Service Area Meetings:

Royalton Township: Monday, April 11 | Second Mondays at 7pm

980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, April 12 | Second Tuesdays at 7pm

2055 W. John Beers Rd, Stevensville, 49127

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

5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, April 18 | Third Mondays at 7pm

9091 1st Street, Baroda, 49101

Adjournment: Next meeting is scheduled for Tuesday, April 19 at 6:30 pm in the Quiet Reading Room