

Lincoln Township Public Library Board of Trustees
Proposed Minutes: Tuesday, April 15, 2025 | 6.30 pm

1. Call to Order

- *Called to order at 6:30 pm on April 15, 2025 by President Elizabeth Carlson. Present at the meeting were Joelle Wake, Megan Yore-Norbey, Jacquie Amicarelli-Godush, Linda Stocker, Michael Mortimore and Kelsey Leemaster and Dana Londot (LTPL Business Manager).*

2. Public Comment

- *No public comment.*

3. Presentation: End of Year Budget, Dana Londot, Business Manager

- *LTPL Business Manager, Dana Londot, reviewed the end of the year budget with the Board. This review included both income and expense details.*

4. Additions to the Agenda

- *No additions to the agenda.*

5. Approval of the Agenda

1. Approval of Minutes from March 18, 2025

- *Motion to approve was made by Megan Yore-Norbey. The motion was seconded by Linda Stocker. The motion passed unanimously.*

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

- *Motion to approve was made by Megan Yore-Norbey. The motion was seconded by Michael Mortimore. The motion passed unanimously.*

3. Correspondence:

- *None*

6. Governance and Administration - President (Carlson)

1. Reciprocal Borrowing Agreement with New Buffalo Township Library

- *Joelle Wake reviewed the reciprocal borrowing agreement with the Board as contained in the board packet. Approval allowing LTPL to sign the agreement was motioned by Michael Mortimore. The motion was seconded by Kelsey Leemaster. The motion passed unanimously.*

2. Letter to Representative

- *Elizabeth Carlson reviewed the letter to the representative that was included in the board packet with the board.*

3. Letter to Community

- *Elizabeth Carlson reviewed the letter to the community that was in the board packet with the board.*

7. Community and Government Relations (Stocker)

1. Friends of the Library

- *Linda Stocker noted that the Bagel Sale on March 22 earned \$615. The Friends approved \$1,500 for the 1,000 Books Before Kindergarten Program and \$3,000 for Evo Classroom Kits which include 18 bots. The Friends next meeting is 5/27/2025 @ 10:30 am.*

2. Lakeshore Schools

- *No update*

3. Foundation

- *Linda Stocker: The 2nd Annual LTPL 5K Run & Walk was April 12. Dana did a great job organizing the event. The morning was well attended by 95 runners/walkers and the new route was well received. The 5K brought in \$2058 as Dana reported.*

8. Building, Landscape, and Technology (Leemaster)

1. Capital Improvements

- *No update.*

2. Millonex Update

- *Joelle Wake reviewed an updated timeline in regard to the Millonex rollout with the Board. Expected "go-live" is marked for late August 2025.*

9. Finance (Godush)

1. Authorization to Issue RFP for Audit Services (FY 2025/2026)

- *Jacquie Amicarelli-Godush discussed the RFP process for LTPL's audit services and requested approval to seek authorization to issue an RFP for LTPL's audit services. Motion to approve was made by Megan Yore-Norbey. The motion was seconded by Linda Stocker. The motion passed unanimously.*

2. Budget Adjustments: Grant, Friends, and Foundation

- *Jacquie Amicarelli-Godush discussed with the Board that LTPL had received \$26,190 in grants and requested that the budget be adjusted by adding \$26,190 as #4800 Specific Use (Income), \$20,500 to #6450 Future Needs (Expense) and \$5,690 to #6290 Specific Use (Expense). Motion to approve was made by Michael Mortimore. The motion was seconded by Linda Stocker. The motion passed unanimously.*

10. Strategic Planning (Mortimore)

1. Scorecard

- *Michael Mortimore reviewed the strategic goals scorecard with the Board. He noted that one of the strategic goals, increasing circulation, was moved to completion. All other initiatives are progressing as planned.*

11. Operations and Staff (Yore-Norbey)

1. Staff Lunch Policy Update

- *Megan Yore-Norbey reviewed the staff lunch policy updates with the Board. A motion to approve was made by Megan Yore-Norbey. The motion was seconded by Michael Mortimore. The motion passed unanimously.*

2. Staff Sick Time Policy Update

- *Megan Yore-Norbey reviewed the staff sick time policy updates with the Board. A motion to approve was made by Michael Mortimore. The motion was seconded by Megan Yore-Norbey. The motion passed unanimously.*

3. Vacation Policy Update

- *Megan Yore-Norbey reviewed the vacation policy updates with the Board. A motion to approve was made by Michael Mortimore. The motion was seconded by Megan Yore-Norbey. The motion passed unanimously.*

4. Evans School Bell

- *Megan Yore-Norbey discussed the Evans School Bell focusing on its historical value to our community and LTPL being a part of displaying the bell. A motion to approve was made by Megan Yore-Norbey to allow LTPL to accept the bell as a donation. The motion was seconded by Michael Mortimore. The motion passed unanimously.*

12. Director's Report

- *Joelle Wake reviewed the Director's Report contained in the board packet and provided a slide show to highlight certain areas of interest.*

13. Public Comment

- *No public comment.*

14. For the Good of the Library

- *No comment.*

15. Adjournment

- *Board Meeting was adjourned at 7:21 pm on April 15, 2025.*