

Lincoln Township Public Library Board of Trustees

Tuesday, September 16, 2025 | 6.30 pm

1. Call to Order

- Meeting was called to order at 6:32 pm on Tuesday, September 16, 2025 by President Elizabeth Carlson. Those present were Joelle Wake, Jacquie Amicarelli-Godush, Kelsey Leemaster, Elizabeth Carlson, and Michael Mortimore. Also present was Jacob Bonham LTPL Technical Services Manager. Those absent were Linda Stocker and Megan Yore-Norbey.

2. Public Comment

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

- No Public Comment.

4. Additions to the Agenda

- Joelle Wake added LTPL Policy 4.6 (Meeting, Digital Lab and Study Rooms) for review.

5. Presentation: Jacob Bonham, Technical Services Manager

1. Libby's Digi-Palooza

- Jacob Bonham discussed with the Board his experience at Digi-Palooza a library focused training event over 3 days in Cleveland, OH. He said it was a very beneficial experience and convention. He shared with the Board ideas for future initiatives. The Board kindly thanked Jacob for attending on behalf of LTPL and is looking forward to implementing some of the takeaways Mr. Bonham had to share.

5. Approval of the Agenda

1. Approval of Minutes from July 15, 2025

- Motion to approve was made by Michael Mortimore. The motion was seconded by Jacquie Amicarelli-Godush. The motion passed unanimously.

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

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

3. Correspondence:

- None noted.

6. Governance and Administration - President (Carlson)

1. Policy 2.7: Confidentiality of Library Records

2. Policy 2.4: Book Dash

- Policy 2.7, Policy 2.4 and Policy 4.6 were discussed by the Board and presented by Joelle Wake. Motion to approve as presented was made by Kelsey Leemaster. The motion was seconded by Jacquie Amicarelli-Godush. The motion passed unanimously.

1. **Closed Session:** Discuss and consider convening into closed session pursuant of (OMA) MCL 15.268 Section 8 (a) for upcoming township contract and millages.

- Motion was made to enter closed session by Elizabeth Carlson. Motion was seconded by Jacquie Amicarelli-Godush. Individual roll call was made and supported by all board members to enter into closed session.

2. Open Session

- Motion was made to enter back into open session by Michael Mortimore. Motion was seconded by Jacquie Amicarelli-Godush. Individual roll call was made and supported by all board members to enter back into open session.

7. Community and Government Relations (Stocker)

1. Friends of the Library

- Joelle Wake noted that the Friends of the Library will be meeting next week.

2. Lakeshore Schools

- Joelle Wake noted that Lakeshore School District had donated childrens books to LTPL.

3. Foundation

- Joelle Wake noted the Donor Wall unveiling on Thursday Sept 25th from 6:30pm to 7:30pm.

8. Building, Landscape, and Technology (Leemaster)

- Kelsey Leemaster updated the Board on the landscape remodel project and the meeting with Nature's Way. Nature's Way is finalizing details on the project.

1. Simplicity Update

- Joelle Wake provided an update on the Simplicity conversion. She noted that they originally missed a batch of book offerings and that they are working on a solution.

9. Finance (Godush)

1. Approve Audit

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

2. Mid-year Budget Adjustments

Income: #602-000 - \$15,000, #658-000 - \$15,000, #661-000 - \$1,000

Expenses: #805-000 - \$2,000, #736-000 - \$5,000, #930-000 - \$7,500, #880-000 -

\$6,000, #731-000 - \$4,000, #732-000 - \$2,500, #733-000 - \$3,000, 740-000 - \$1,000

- Motion to approve was made by Michael Mortimore. The motion was seconded by Jacquie Amicarelli-Godush. The motion passed unanimously.

3. Finance Practices

- A discussion on the annual audit ensued. Michael Mortimore will be preparing a "Letter to the Community" regarding the audit results. This will be reviewed and

discussed at a future meeting.

10. Strategic Planning (Mortimore)

1. Scorecard

- Michael Mortimore reviewed the Strategic Planning Scorecard with the Board. The Board will be having a Strategic Planning session in November to look at “go forward” initiatives for the future. No issues reported on current strategic initiatives.

11. Operations and Staff (Yore-Norbey)

1. Director’s Goals

- The Board reviewed the Director’s Goals as provided in the packet.

2. Staff Training: bi-monthly, training videos, monthly personal professional dev.

- Joelle Wake took the Board through the implemented training and professional development plans and tasks for the LTPL staff.

12. Director’s Report

- Joelle Wake reviewed the Director’s report with the Board.

13. Public Comment

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

- No public comment.

14. For the Good of the Library: Facebook Comments

- None noted

15. Adjournment

- Meeting adjourned at 8:19 PM.

Next Meeting: October 21, 2025