

Lincoln Township Public Library Board of Trustees

Tuesday, July 15, 2025 | 6.30 pm

1. Call to Order

- Meeting was called to order at 6:30 pm on Tuesday, July 15, 2025 by President Elizabeth Carlson. Those present were Joelle Wake, Jacquie Amicarelli-Godush, Kelsey Leemaster, Elizabeth Carlson, Linda Stocker, Megan Yore-Norbey and Michael Mortimore. Also present was Brian Hake from Kruggel Lawton CPA.

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

- No additions to the agenda.

5. Presentation: Brian Hake, Manager at Kruggel Lawton CPA

1. FY24/25 Audit Presentation – Brian Hake from Kruggel Lawton CPA provided the Board an overview of the audit results. Overall results are very positive and good financial oversight and controls are in place. The Board requested some slight verbiage modifications within the audit to create better understanding for the reader as well as to clarify some items specifically related to the renovation project to the building. Brian Hake expressed his appreciation to the individuals that assisted in the audit process and did not relay any concerns to the Board. Brian Hake left the meeting after the presentation.

6. Approval of the Agenda

1. Approval of Minutes from June 17, 2025

- Motion to approve was made by Linda Stocker. The motion was seconded by Michael Mortimore. The motion passed unanimously.

2. Approval of Treasurer's reports from June 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 noted.

7. Governance and Administration - President (Carlson)

1. Closed Session:

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

Discuss and consider convening into closed session pursuant of (OMA) MCL 15.268 Section 8 (a) for the Library Director's performance evaluation.

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.

- Motion was made to approve the discussed vacation and compensation adjustments related to Joelle Wake, Director – by Megan Yore-Norbey. The motion was seconded by Linda Stocker. The motion passed unanimously.

7. Community and Government Relations (Stocker)

1. Friends of the Library

- Linda Stocker noted that the Friends of the Library had a book sale in late June.

2. Lakeshore Schools

- Linda Stocker noted that student ID's to be used as library cards project still underway.

3. Foundation

- Linda Stocker noted upcoming events such as check presentation and donor wall unveiling were discussed.

8. Building, Landscape, and Technology (Leemaster)

- Kelsey Leemaster noted that the library is working with contractors to put plans together for the outdoor enhancement project at the Library.

- HVAC issues were also noted near the kids area that have been remedied.

9. Finance (Godush)

- Jacquie Amicarelli-Godush noted no budget adjustments this month.

- Also noted was the financial transparency page now available on the libraries website.

- Current financial information was reviewed by the Board with no questions being asked.

10. Strategic Planning (Mortimore)

1. Scorecard

- Michael Mortimore reviewed the Strategic Planning Scorecard with the Board. The Board will be looking to schedule a Strategic Planning session sometime 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. Evans' School Bell

- Megan Yore-Norbey provided an update on the Evan's School Bell to the Board.

2. Culture Survey

- Megan Yore-Norbey reviewed the culture survey with the Board. The Board viewed the results as positive and provided good feedback.

12. Director's Report

- *Joelle Wake reviewed the Director's report with the Board.*

13. Public Comment

- *No public comment.*

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

14. For the Good of the Library:

- *Positive feedback on the library via facebook comments.*

- *Congratulations expressed to Joelle Wake for 3-years with LTPL.*

15. Adjournment

- *Meeting adjourned at 8:07 PM.*

Next Meeting: September 16, 2025