

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, June 19, 2018; meeting called to order at 6:00pm*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss  
(Librarian) Kristie Reynolds  
(Public) Derek Barth, Alex Suarez,

*Next meeting:* Tuesday, July 10, 2018 @ 6:00pm.

---

**I. Regular Business**

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda, Ryan 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve meeting minutes from last meeting as presented, Lynn 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Breakdown of “contractual services” category of budget provided by Ryan. We will likely want to do an amendment to the budget at some point to make sure we are under budget in all categories before the end of year (for compliance.) Next year we will not have that bulk payment to Dewitt Library so there will be more wiggle room. We need to schedule a budget meeting. Ryan suggests September/ October so we can discuss 75% of complete yearly budget. Board agrees that we will tack this meeting on to our regular meeting on October 2, 2018.

**III. Librarian Report**

Kristie says that her first week has been amazing! She is setting up accounts, getting to know staff & board as well as community. Getting a quote on new library cards and name tags for employees. Working on policies (using existing policies as well as creating new ones.) ALA membership. Kristie’s membership is up on July 31<sup>st</sup> and needs renewal. This has been budgeted for. She will forward to Ryan for payment.

#### IV. Discussion

- a. Several items are being saved for discussion in coming weeks, now that Kristie has officially started as director. Bylaws, policies and procedures, healthcare benefits for director & staff, library security & bonding, logo, janitorial services, advertising, moving to larger space.
- b. Woodlands Overdrive; We have filled out form and received email stating that the process is moving forward. Kate told Kristie that service will not be interrupted.
- c. Updates on technology; installing firewall, switch & access point with cabling on Thursday at 8 am. We will change wireless password monthly for security. Server is the next “tech project” we need to work on. Our existing server is too old to update and serves no purpose other than for printing. Quotes for 3-year and 5-year maintenance plans presented. Sue recommends 5-year maintenance as servers are built to last at least that long. Tech soup saves us a ton of money on software licensing! Total quote \$10,239.18- roughly \$1,300 saving on software! We will need to change our technology budget in October at amendment meeting as this money was originally budgeted for ILS and we ended up coming in way under budget there – unanimous decision in previous discussion to re-allocate those funds to technology upgrades instead. We will take a vote as this amount is technically over the current technology budget. Ryan moves that we approve the quote provided subtracting the tax costs, Lynn 2<sup>nd</sup>. All approve.
- d. Re-negotiation of lease; changes (including responsibility for roof) forwarded to Kesler’s. Waiting for response.
- e. Summer Reading – started today! Alex reports attendance; 12 pre-K, 12 elementary students. He has given out about 12 reading trackers so far.
- f. Director roll out plan; already met with school officials and that went well. Working on meeting with township. Potential dates for open house, August 23, 24, or 25. Needs discussion. Facebook reaching hundreds! Ryan forwarded press release to media and township.
- g. Janitorial service: Waiting for reply from same service provider that takes care of Eggleston Gallery. Work on getting more quotes. Currently paying around \$19 / hour.
- h. Health care benefits options; The MLA had a goal to roll out health insurance by January 2018 and this did not happen due to bureaucratic delays. New goal is July 2018. Holding for updates.

## **V. Action**

None.

## **VI. New Business**

- a. TIF capture from millage payments; Township holds DDA money. Lynn moves to send TIF capture refund request letter to township as written, Ryan 2<sup>nd</sup>, all in favor.

\*\*\*\*\*Theresa leaves meeting at 7:07pm

- b. Staff PTO; Things to think about: accrual limits, how to divide time up, will we follow FMLA (we are not required to, due to our size.) Will we allow sabbaticals, paid volunteer hours, etc...? Some of this will depend on policies, budget, and short-term disability. Kristie will put together a proposal for herself and her staff and present it to us so we have a starting point.
- c. Hourly wage structure; potential wage structure is included in packet. Revisions are being made and Kristie will present these to us.
- d. Work schedules and new hours; Kristie suggesting two more part-time employees. She is working on a plan for more hours as well as new library hours (potentials included in packet.)

## **VII. Closing**

- a. Public Comment: none.
- b. Board Comment: none.
- c. Shannon moves to adjourn the meeting, Ryan 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:36 pm.