

## Bath Township Public Library Board of Trustees

Sue Garrity - President  
Lynn Bergen - Treasurer  
Diane Doberneck

Theresa Kidd – Vice President  
Audrey Barton - Secretary  
Don Keller

### AGENDA, NOVEMBER 20, 2024, 6 P.M. Meeting In Person at BTPL

**Rules of Order:**

- *First period of public comment must be related to an agenda item; there is a three-minute limit.*
  - *No public comments are allowed during the course of the meeting.*
  - *The final period of public comment also has a three-minute limit.*
  - *Board comments at the end of the meeting may pertain to public comment, meeting content or general library operations.*
  - *Doors must remain open per the Michigan Open Meetings Act.*
  - *Public comment time is not for Q & A.*
1. Call to Order.
  2. Moment of Civic Reflection
  3. Approval of the Agenda
  4. Public Comment – limited to 3 minutes, on agenda items only.
  5. Disclosure of Conflicts of Interest
  6. Review and Approval of Minutes from October (see packet)
  7. Financial Report – Lynn Bergen, Treasurer, and Director, Sarah Rick – (See packet)
  8. Director Report (N/A)
  9. Unfinished Business - Items for Discussion
    - a. Options for forming a District Library in the future as identified as a potential goal in our Strategic Plan – ongoing updates
    - b. Safety Update – ongoing updates
    - c. Nepotism Policy – ongoing updates
    - d. Update on implementation of [Michigan Earned Sick Time Act](#) (ESTA)
    - e. Moving from local server to cloud-based server – contract signed with new vendor – VC3.
    - f. 2024 Budget Adjustments
    - g. 2025 Budget
  10. Unfinished Business – Items for Action
  11. New Business - Items for Discussion
    - a. New PTO/ESTA Policy (if back from lawyer)
    - b. Changes to MML Liability Insurance
    - c. Proposed board meeting schedule for 2025
  12. New Business - Items for Action
    - a. Possible vote on PTO/ESTA Policy
    - b. Possible vote on items related to MML's Liability Insurance
    - c. Possible vote on 2025 board meeting schedule
  13. Public Comment – Limited to 3 minutes
  14. Board Member Comments
  15. Adjournment

**Reminder: 2025 Meetings to be scheduled In this meeting**  
**Bath Township Public Library, P.O. Box 368, 14051 Webster Road, Bath MI 48808, 517-641-7111**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, October 16, 2024*

*Present:* (Board Members) Lynn Bergen, Larry Fewins-Bliss  
Ken Jensen, Theresa Kidd, Audrey Barton  
(Library Director & Staff) Sarah Rick, Joana Bancroft Jana Slisher

*Absent:* Sue Garrity

*Public Present:* Diane Doberneck, Don Keller, Hannah Barton, Randy Allen (VC3)

*Next meeting: Wednesday November 20, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:01 pm with Theresa (acting Chair) introducing the Rules of Order
- b. Moment of civic reflection.
- c. Lynn **motions** to approve the agenda with the addition of one item at the top of the meeting (presentation about VC3 and cloud-based system options), Larry supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Audrey **motions** to approve the September meeting minutes with the correction of the spelling of "Kessler" and a syntax issue on page 3, line 8 within item 'a'. Ken supports, all in favor.
- g. Presentation by Randy Allen from VC3 regarding potential technology upgrades. Please see the outline of services in the meeting packet.

### **II. Financial Report**

Please see the full Treasurer's Report in the meeting packet. We are 75% of the way into the fiscal year, and overall expenses are recorded at 78.1% of the budget. Additional tax revenue from the township was deposited today, and will be reflected in the next report. The discrepancy in balances shown in the reports from Transparent Bookkeeping was not explained by Carrie Johnson.

Sarah reminds the Board that the township extracts 2% of the tax revenue each year, and this was not properly accounted for in last year's budget. In the budget for next year this will be corrected.

Ken **motions** to accept the financial report, Audrey supports, all in favor.

### **III. Director Report**

Please see the full Director's Report in the meeting packet.

Director Sarah Rick has completed her first month at BTPL! Her Director's Report details the many successful programs and improvements at BTPL. The Paint and Sip evening event was fun, and the Friday morning coffee hour has been favorably received. Sarah continues to connect with community members and leaders, too. Library user statistics are up in many categories, compared to September 2023.

Youth Librarian Jana Slisher's youth services report for the month of September is full of good news, as the library's popular story time events draw in great turnouts. Teen visitor numbers continue to stay high in after-school hours. Sarah, Joana and Jana work in partnership with staff from Bath Public Schools and occasional visits from police officers to encourage these adolescent patrons to maintain decorum and treat the facility and staff with respect. Sarah adds that the staff will need to plan beyond these discussions and seek further solutions. Theresa comments that the teen visitors are learning about how to behave when they visit BTPL.

### **IV. Unfinished Business – Items for Discussion**

- a. Options for Forming a District Library (update) - A presentation by Claire Membiela is possible in the coming months. The BPS Superintendent has requested more information about districting.
- b. Safety Update (ongoing) - no update
- c. Nepotism Policy (ongoing) - no update
- d. PTO Accrual Issue – Sarah says that the lawyer said that those hired before March of this year gets front-load and accrual, and anyone hired after that receives the accrual. She says that employee evaluations at the end of October will be an opportunity for staff to look at this more closely.
- e. Subcommittee for implementing ESTA – an update will be provided next month
- f. Potential server vendor change – After today's presentation from Randy, Sarah adds that the quote of about \$5000, plus onboarding costs, came in lower than expected. The quote from Convergence (current contract) was about \$15,000. Sarah has included the service in the new budget presented tonight, but it was based off of the larger quote of \$15,000. Lynn says that a lower cost would certainly help the 2025 budget. We currently pay Convergence \$1500 per month for services. Joana explains that the VC3 quote is less expensive overall. Lynn asks Sarah if she would be satisfied with the services they're offering, and she responds that the pricing is great and the services are seemingly better than what Convergence currently provides. Sarah reminds the Board that the implementation would take 90 days (to ensure a seamless transition), and Convergence requires a 60 day cancellation notification. So, this decision can be delayed but should be planned carefully. Sarah says deciding tonight would be preferable, but it can be

delayed if necessary. VC3's 24-hour service allows for the work to be done outside of the library's business hours, so service to patrons would not be interrupted. Audrey asks if the monthly fee kicks in after the 90 day window, and Sarah will get back to the Board with this answer as well as a reference (if possible). Ken adds that this would be cheaper than hiring someone separately to do this job. Sarah adds that this would require a 3 year minimum contract, but the cost will go up to reflect annual inflation. Audrey underlines the importance of protecting private information for both the library and patrons. Joana notes that when they ran an initial check, VC3 detected two instances where library tech was used to access the dark web. Convergence did not detect either of these threats. Lynn proposes that this be revisited at the November meeting.

## **V. Unfinished Business – Items for Action**

- a. Possible vote to form subcommittee (re: ESTA) - Sarah recommends that the Board waits until after the election for this action.

## **VI. New Business - Items for Discussion**

- a. Move Joana from Interim Director to Assistant Director – Theresa explains that this position has not yet been officially created. Sarah adds that this job description is non-exempt and would require \$21.50 hourly, and this is at the low end compared to other libraries. She has factored this into the budget proposed for 2025. Sarah adds that the Assistant Director role would be very helpful for policy review, during the audit and other financial tasks, in lieu of a bookkeeper. The addition of this job would not leave other positions open (such as head of circulation or adult librarian) because the responsibilities would be better balanced between library leadership. Ken **motions** to create this new position of Assistant Director, and remove Nayeli (Joana) as Interim Director as of October 31, 2024. Lynn seconds, all in favor.
- b. Review 2025 Budget Proposal – Sarah explains that she did not include anticipated grant monies in the budget, as she wouldn't want them to be relied upon without guarantee. The "Interest" category was removed to avoid redundancy, since that fits into the "Dividend" classification.

Larry suggests that the back door installation project be considered in the upcoming budget. Lynn explains that there's not enough revenue in the budget to cover that expense (about \$10,000) so that project will likely come from the library's savings account. Joana suggests that this is still included in the Budget notes. Larry suggests taking the money from savings and inserting in the budget now, to ensure that this project happens. Lynn suggests that this is done via a motion, once the expense is more clear. Joana suggests adding a line item (like grant monies) so it's noted in the budget and included in the plan for next year. Larry suggests that this is included in the budget now, to show commitment. Ken cautions that without a real quote it isn't so simple. Lynn likes Joana's suggestion of adding it as a line item, but it doesn't fit in without the revenue money attached to it. Similar to how the Grants category is left empty for now, a door line item could be included. The Board will revisit this line item suggestion and the budget proposal in November. Moving forward, using the cleaned-up budget

systems that Sarah has put in place, monthly and annual comparison will be easier to procure.

- c. Discuss 401K - Theresa asks if this can be tabled until next month, and Sarah responds that it can be delayed but then it will result in her going longer without enrolling. Joana explains that the enrollment process lengthens the time it takes to begin. Ken asks if this enrollment change would affect any other current staff members. Joana replies that she doesn't think anyone else on staff would do so. Ken **motions** to remove the one year stipulation, and change open enrollment from July/January to being available year-round. Lynn seconds, all in favor.

## VII. Items for Action

- a. Vote on position change for Joana and budget change based on pay
- b. Possible vote on budget proposal
- c. Possible vote on change to timing for 401K enrollment

## VIII. Closing

- a. Public Comment: **Jana needs volunteers** for the Halloween Party! It'll be on October 24, 4:30 to 7:30. Volunteers should arrive at 4, in costume, and they will be fed delicious pizza. It's BTPL's biggest event of the year, and a ton of fun! Please spread the word, so the whole community can come enjoy the library, farmer's market, trunk-or-treating, the classic car show, and a tour of the newly renovated daycare.
- b. Board Member Comments: Larry says that this is his last board meeting. It has been a fun four years, and he's excited to see where the new board takes things. He wishes them a lot of luck, as well as the new Director. Ken echoes these sentiments. His 8 years of service have brought great changes to the library and community. Thank you, Larry and Ken! Theresa presents a thank-you card to each member, as well as some sweet library swag.
- c. Audrey **motions** to adjourn the meeting at 8:07. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)