

## Meeting Minutes

### Bath Township Public Library Board Meeting

September 15, 2021

Attendance: Sue Garrity, Lynn Bergen, Audrey Barton, Ken Jensen, Larry Fewins-Bliss, Theresa Kidd, Kristie Reynolds

Moment of Civic Reflection

Review and Approval of Agenda: Larry moved to approve agenda as written, Ken seconded, all approved

Review and Approval of Minutes: Larry moved to approve minutes as written, Ken seconded, all approved

Public Comment: None

Conflict of interest: None

Financial Report: See Lynn's Treasurer's Report in September Agenda Packet

Kristie will be working on budget adjustments before October meeting.

Sue moved to approve the financial report, Larry seconded, all in favor

Library Manager Report:

See full Library Manager Report in September Agenda Packet.

A Halloween carnival is being planned for October. They will need help with cookie donations.

The Library is due a property tax refund from the township for 2018, 2019, 2020. Kristie is checking with Steve Wiswasser, former Bath Township Supervisor. She will follow up with him and get back with us at October meeting. She will also forward to us the letter she sent to Bath Township staff.

Kristie shared wage information with us for library staff at 1%, 2%, 3% raises to consider annual salary increases. Raises will take place during staff annual reviews.

#### Amendments to Library Manager Report:

- Change date of report from July to August.
- Correct spelling on the word Ancestry in report

#### Millage Election Update:

Audrey reported that planning for millage election is going well.

Polling locations for millage election will be reduced to three locations: Bath Township office, Bath Community Center, Bath Middle School

#### Circulation Policy Discussion:

Revisions were discussed to this policy that will better fit into library operations.

Sue moved that we accept the new Circulation Policy with the changes suggested but leaving "Item II" for Kristie to research.

- Drop the word "Fines" under Item C.
- We also understand that "receiving a library card" under Item A is still under review by Kristie.

Lynn seconded, all in favor.

#### Strategic Plan Discussion:

Discussion centered on if we want someone to help us with another strategic plan and, if so, how will that happen. Kristie will contact Kate from Woodlands Cooperative and see if she can help facilitate our efforts. This process will be done with just us first and then with the community. This topic will be carried over to next month's meeting.

#### Prepare for Library Director Evaluation:

Evaluation will take place at October board meeting. Board members are to complete Kristie's evaluation form and then submit to Sue. October 15 will be deadline in getting our evaluations to Sue.

Budget discussion will take place at October meeting.

Larry will attend the MLA conference on October 13-14.

MLA has changed how they structure memberships. Board Members memberships will be free if they don't want to vote. Kristie will sign us up for the free memberships.

Audrey suggested we indicate "see agenda packet" in minutes instead of "attached," making it clearer on where people can find information not included in minutes. All in agreement.

Sue moved to adjourn the meeting, Audrey seconded, all in favor