

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, JUNE 19, 2019 – 6 P.M.

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 (Sue will need some help from board to confirm minutes)
7. Presentation of Audit Findings – Aaron Stevens, Maner Costerisan
8. Financial Report – Treasurer
9. Director’s Report
10. Unfinished Business - Items for Discussion
 - a. Policies for Approval
 - i. Investment Policy
 - b. Bylaws
 - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
 - c. Strategic Planning Workshop
11. Items for Action (need a vote)
 - a. Policy & Employee Manual – drafts from Anne Seuryneck (continuing review)
 - i. Investment Policy
 - ii. Bylaws
 1. Article IV, Section 7 Treasurer
 - b. Adoption of Strategic Planning Document
12. New Business - Items for Discussion
 - a. Where to place ongoing Strategic Planning updates in agenda
13. Items for Action
14. Public Comment – Limited to 3 minutes
15. Board Member Comments
16. Adjournment

Reminder: Next Meeting is July 17, 2019

Bath Township Public Library
Meeting Minutes

Wednesday, May 22, 2019

Present: (Board Members) Sue Garrity, Ken Jensen, Ryan Fewins-Bliss,
Theresa Kidd

Board not present: Shannon Vlassic (with notice), Lynn Bergen
(called in)

(Library Director & staff) Kristie Reynolds

Next meeting: Regular Meeting: Wednesday June 19, 2019 @ 6:00pm. (adjusted
from 05/15)

I. Regular Business

- a. Meeting called to order at 6:02pm.
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as amended, Ken 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Theresa moves to approve the minutes from 4/17, Ken 2nd, all in favor.

II. Financial Report

Attached. Re-visit journal entries at June meeting. Tax revenue should be close to projection after final payments. Theresa moves to approve treasurers report, Ken 2nd, all in favor.

III. Director's Report

Attached. Statistics continue upward trend. Summer reading kick-off June 17; including adult program. Gardening programs coming up! Carrie received grant for STEM kits. High school English class visiting. Summer Solstice participation coming up – cardboard boats! Strategic Planning 6/14-15.

IV. Discussion

- a. Policy & Employee Manual;
 - I. Investment Policy: Lynn stated concern that we have enough liquid for operations.
- b. Ryan moves to go into closed session to discuss legal opinion, Theresa 2nd, all in favor. Kristie has been invited to stay.

V. New Business: None.

VI. Closing

- a. Public Comment: None.
 - I. Kristie reminded us of her one-year anniversary coming up. We will be reviewing tools to assist us in conducting her review.
 - II. Kristie wanted to clarify our position on the Circulation Policy regarding parents and families of Schools of Choice students in the Bath School District. Children receive free library card, families must pay. We will put this on the agenda next month to amend policy as accepted.
- b. Board Comment: None.
- c. Ryan moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 6:55pm.

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Donation	48.81	5,000.00	-4,951.19	0.98 %
Miscellaneous	389.46	200.00	189.46	194.73 %
Penal Fines		54,000.00	-54,000.00	
Service Fees	590.37	1,200.00	-609.63	49.20 %
State Aid		4,600.00	-4,600.00	
Tax Revenue	285,635.39	286,000.00	-364.61	99.87 %
Uncategorized Income		1,800.00	-1,800.00	
Total Income	\$286,664.03	\$352,800.00	\$ -66,135.97	81.25 %
GROSS PROFIT	\$286,664.03	\$352,800.00	\$ -66,135.97	81.25 %
Expenses				
Advertising & Marketing	1,006.29	7,000.00	-5,993.71	14.38 %
Bank Charges & Fees	44.00	250.00	-206.00	17.60 %
Capital Expenses	1,274.65	4,000.00	-2,725.35	31.87 %
Collection Acquisitions	11,018.75	34,200.00	-23,181.25	32.22 %
Contractual Services	8,298.26	23,400.00	-15,101.74	35.46 %
Insurance	549.00	3,500.00	-2,951.00	15.69 %
Legal & Professional Services	8,640.00	7,000.00	1,640.00	123.43 %
Library Programming	3,012.07	12,600.00	-9,587.93	23.91 %
Membership	916.46	7,950.00	-7,033.54	11.53 %
Miscellaneous Expense	60.00		60.00	
Office Supplies & Software	3,675.61	7,000.00	-3,324.39	52.51 %
Payroll	45,468.66	135,000.00	-89,531.34	33.68 %
Payroll Taxes/Benefits	22,410.11	32,500.00	-10,089.89	68.95 %
Professional Development	715.00	6,000.00	-5,285.00	11.92 %
Rent & Lease	4,327.95	10,500.00	-6,172.05	41.22 %
Repairs & Maintenance	2,552.47	9,400.00	-6,847.53	27.15 %
Technology	1,078.03	21,450.00	-20,371.97	5.03 %
Travel	2,023.25	5,000.00	-2,976.75	40.47 %
Utilities & Internet	2,430.25	6,600.00	-4,169.75	36.82 %
Total Expenses	\$119,500.81	\$333,350.00	\$ -213,849.19	35.85 %
NET OPERATING INCOME	\$167,163.22	\$19,450.00	\$147,713.22	859.45 %
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June 2019 Director's Report

- Legal & Professional (like the lease stuff, insurance, etc.)
- Staffing (only necessary when we have changes)
- Scheduling (Like changes in hours, upcoming vacations, etc.)
- Upcoming Programs (discussion of programs we're offering in the upcoming month)
 - Carrie has hosted several tours for the schools
 -
- Community outreach (what are we doing out in the community)
 - Planted the garden
 - Carrie is working with the schools and the Rocking Horse daycare to bring programs to them
- Technology (if there are updates)
 - We have started to receive the items Carrie wrote the grant for.
- Policy (If there are updates)
- Continuing Education (training you, your staff, or board members have attended)
 - Attended a Hospitality Program in Ann Arbor. Learned how to use our building as a tool to welcome patrons and strategies to work with staff as patrons.
 - Listened to a webinar on Quickbooks
 - Signed up to learn how to use the data we collect for the state in supporting libraries
 - Signed up to be a test library in using LocalHop calendar.
- Projects (like security, signage, AED's, working with the architects, new shelving, etc.)
 - We are working on getting two new books shelves for free. We just need to move them.
- Statistics

May	2018	2019	Difference	% difference		
Visit	483	876	393	up 81%		
Items checked out	444	1434	990	up 223%		
Computer use	138	190	52	up 38%		
New Cards	10	21	11	up 110%		
Program Attendance	20	386	366	up 1830%		
Storytime Attendance	14	29	15	up 107%		