

## **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, DECEMBER 4, 2018 – 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
7. Financial Report – Treasurer – including suggest for amendments to 2018 budget
8. Director’s Report – (attached)
9. Unfinished Business - Items for Discussion
  - a. Budget (attached)
  - b. Benefits Package (attached)
  - c. Policy & Employee Manual
  - d. Selection of an audit firm
10. Items for Action (need a vote)
  - a. Adopt 2019 Budget
  - b. Moving evaluation of policy & employee manuals to attorney for rewrite
11. New Business - Items for Discussion
  - a. Annual vote for officers
  - b. Strategic Planning Workshop
12. Items for Action
  - a. Vote for officers
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is January 15<sup>th</sup>, 2019**

**Bath Township Public Library**  
Meeting Minutes

Tuesday, November 6, 2018; ~~special budget~~ meeting called to order at 6:04pm

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Shannon Vlastic, Theresa Kidd,  
Ryan Fewins-Bliss (absent with notice)  
(Library Director & staff) Kristie Reynolds, Derek Barth  
(Public) none.

*Next meeting:* Regular Meeting: Tuesday December 04, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Theresa 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: Welcome Christine Gibson as clerk.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve the minutes from 10/16 Budget meeting and 10/02 regular meeting as presented, Lynn 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Budget through end of September presented. Vote to amend this years' budget to adjust the discrepancies in contractual services and office supplies & software categories. This will need to happen at 12/4 meeting when Ryan is present.

**III. Librarian Report**

Attached. Statistics for September and October provided. Everything is up except for computer use. Is there a way to track wi-fi use? Sue believes we can through CiscoSysco. Reindeer, Anna and Elsa coming December 11<sup>th</sup>.

#### IV. Discussion

- a. Budget; Advertising / Marketing category reduced to \$7,000, Ryan suggests odd numbers be rounded up and remove contractual services category. MML and Employer's FICA categories are incorrect. We will table the budget vote one more month so that Ryan is present for the vote and changes are ironed out. Kristie will forward proposed budget to trustees after changes are completed, prior to vote on 12/4.
- b. Benefits Package; Kristie is still working on 401k, Health Insurance – Kristie suggests Simply Blue PPO. Vision and dental are roughly \$30+ more per month. Kristie will check into these further as well as some other options (Midwestern Dental) As far as other benefits go, Kristie is recommending that we begin with attached benefit plan tonight. Shannon moves that we approve Kristie's proposed staff benefits package as presented with the caveat that she check further into the dental and vision. Lynn 2<sup>nd</sup>, all in favor.
- c. Policy Manual; Amend page 6 under "Hours of Operation" section III to read: If a holiday falls on a Saturday, we will close on the preceding Friday, and if a holiday falls on a Sunday, we will be closed the following Monday. Additional Appendix provided. Lynn moves to forward to attorney, Theresa 2<sup>nd</sup>, all in favor.
- d. Employee Manual; Additional grievance policy and discipline processes provided as attachments. Lynn moves to forward the proposed employee manual to attorney for review, Theresa 2<sup>nd</sup>, all in favor.
- e. Appendix; Derek and Kristie are working on a master copy folder that includes regularly used forms. Appendix is part of employee manual, no motion needed to send to attorney.
- f. Staffing Update; Christine was added to help cover time off for other clerk. She popped into introduce herself tonight. Welcome Christine!
- g. Technology; Quote for new staff computers attached to packet. AWE computers, touch screen with color coded keyboards and mouse. Pre-loaded with 70 games, bi-lingual, directed for use with children ages 3-8. All inclusive, free updates. Kristie suggests that we replace children's area computers with these AWE computers. Lynn moves to approve the total request for 2 AWE's and 7 ASK computers (including circulation computer.) Shannon 2<sup>nd</sup>, all approve. Consider divider desks for future for privacy purposes.

## **V. New Business**

- a. Annual Vote for Officers; table until December
- b. Strategic Planning Workshop; table – come to January meeting with topics to discuss. Will address again at next meeting.

## **VI. Closing**

- a. Public Comment: None.
- b. Board Comment: Shannon suggests that we need to get moving on an audit. Sue will reach out to Karen at the township for a list of agencies to send a proposal to. This should be on agenda for next meeting.
- c. Shannon moves to adjourn the meeting, Theresa 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:14pm.

## Director's Report 12/4/18

- Legal & Professional (like the lease stuff, insurance, etc.)
  - Policy Manual, Employee Manual and Appendix-sent to lawyer, have a meeting with Anne Seuryneck to finalize
  - Benefits package-Moved start date for health insurance to Feb 1, Looking at simply blue Gold, Vision and Dental Through BCBS, retirement, if approved is set to start on January 1. 401K plan through Paychex
- Staffing (only necessary when we have changes)
  - Nothing new
- Scheduling (Like changes in hours, upcoming vacations, etc.)
  - We have several programs coming up.
    - Elsa, Anna and the reindeer is December 11
    - I would like us to close at 7 on December 10 for a staff Holiday Party
- Upcoming Programs (discussion of programs we're offering in the upcoming month)
  - Christine is working on coordination advertising on Hootsuite. This program allows us to schedule social media marketing on Facebook, Instagram and Twitter
  - Ugly Sweater contest
  - Wreath making workshop
  - Frozen Meet and Greet
  - Gingerbread houses
  - Story times/ Book eaters
  - Slime time
- Community outreach (what are we doing out in the community)
  - Ad in the year book
  - Creating a craft time for the lighting of the tree
- Technology (if there are updates)
  - Working on adding Hoopla
  - Awe Computers are in and installed
  - Ordered the staff and patron computers.
- Policy (If there are updates)
  -
- Continuing Education (training you, your staff, or board members have attended)
  - I attended the Accessibility workshop.
    - Learned about, physical, and emotional accessibility
    - Accessibility for our web presence
- Projects (like security, signage, AED's, working with the architects, new shelving, etc.)
  - Working on setting up the new website
  - Working on state aid
- Statistics (provided by Derek, right?)
  - I will have them on Monday

Working Budget 2019

	A	B	C	D	E	F
1	Income					Descriptions
2						
3			Millage	\$ 286,000.00		
4			Penal Fines	\$ 54,000.00		
5			State of Michigan Aid	\$ 4,600.00		11,598 * 0.39689475 = \$4603.19.
6			Donations, Gifts and Memorials	\$ 1,000.00		
7			Fines	\$ 600.00		
8			Prints	\$ 600.00		
9			MCLS	\$ 1,800.00		
10			Miscellaneous	\$ 200.00		
11						
12				<b>\$ 348,800.00</b>		
13						
14	Expenses					Descriptions
15		Advertising & Marketing				
16			pamphlets,	\$ 4,000.00		
17			banners	\$ 2,000.00		
18			ads	\$ 1,000.00		
19				<b>\$ 7,000.00</b>		
20		Capital Expenses				
21			Furniture	\$ 3,000.00		new shelving for audio books and replace some of the older shelving
22			Security	\$ 1,000.00		500.00 for security camera system/ 500.00 door alarm
23				<b>\$ 4,000.00</b>		
24		Collection Development				
25			adult books	\$ 8,000.00		
26			children's books	\$ 6,000.00		500*12= 6000.00
27			adult audio books	\$ 3,000.00		Audio seems really popular 250 a month

Working Budget 2019

	A	B	C	D	E	F
28			children audio books	\$ 2,000.00		I would like to start a collection for children, to see how they would circulate. 165 a month
29			eBooks	\$ 6,000.00		This would be 500 a month will include children's, teens, and adults
30			hoopla	\$ 7,500.00		625*12=7500
31			DVD	\$ 5,000.00		I would like to add and update to the collection
32			Music	\$ 500.00		I would like to start a collection and see if it circulates
33			Non-traditional items	\$ 2,000.00		This just a suggestion to start and update our games and stem kits. I also know there are grants out there too.
34			periodicals and newspaper	\$ 1,200.00		There was an increase to the original number because I forgot to add the LSJ subscription
35				<b>\$ 41,200.00</b>		
36		Contractors				
37			Paychex	\$ 3,000.00		65X12
38			Great America Financial	\$ 1,400.00		112X12 rounded it up to 1400 for easier reporting
39			bedbug hunters	\$ 1,000.00		250.00 x4
40			strategic planning Facilitator	\$ 1,000.00		
41			architect	\$ 10,000.00		
42			Auditor	\$ 7,000.00		
43				<b>\$ 23,400.00</b>		
44		Insurance				
45			MML Pool-liability and property Insurance	\$ 2,800.00		Increase due to updating library content 2765.00 rounded to 2800.00 for easier reporting
46			MML Worker Compensation	\$ 700.00		Due in June 15 (based on this years numbers we may want to add a little to cover the increase
47				<b>\$ 3,500.00</b>		
48		Rent & Lease				
49			Kesler	\$ 10,500.00		

Working Budget 2019

	A	B	C	D	E	F
50				\$ 10,500.00		865.59 for 8 months and 891.56 for 4 months
51		Legal and Professional				
52				\$ 5,000.00		
53				\$ 5,000.00		
54		Library Programming				
55			Adult	\$ 4,000.00		
56			focus groups	\$ 1,000.00		
57			Summer Reading Program	\$ 1,600.00		
58			Children's and Teens	\$ 6,000.00		
59				\$ 12,600.00		For speakers, presenters, advertisers
60		Travel and meals				
61			meals	\$ 2,000.00		
62			Travel	\$ 3,000.00		Meals are for us to use for hosting people
63				\$ 5,000.00		travel is for meetings such as to woodlands, and RESA
64		Professional Development				
65			conferences	\$ 6,000.00		This includes money for trustees to go to conferences,
66				\$ 6,000.00		
67		Membership				
68			Woodlands	\$ 4,600.00		
69			MML	\$ 200.00		insurance 175 rounded to 200 for easier reporting
70			MCLS	\$ 1,800.00		this will be refunded
71			Quill	\$ 150.00		
72			ALA	\$ 200.00		Kristie
73			MLA	\$ 1,000.00		institution membership (462.55), individual membership for Kristie and Carrie(170), and Trustee membership for the trustees (300)



Working Budget 2019

	A	B	C	D	E	F
74				<b>\$ 7,950.00</b>		
75		Bank Charges				
76			new checks	\$ 250.00		
77				<b>\$ 250.00</b>		
78		Supplies				
79				\$ 7,000.00		These figures are based on what I spent this first quarter.
80				<b>\$ 7,000.00</b>		
81		Payroll				
82			payroll	\$ 135,000.00		
83			Unemployment	\$ 2,100.00		
84			Employers FICA	\$ 10,400.00		
85			Health Insurance	\$ 15,000.00		Simply Blue PPO Gold Vision and dental
86			Salaried deferred IRA	\$ 5,000.00		\$20.00 per year per set up fee. + bonus
87				<b>\$ 167,500.00</b>		
88		Repair and Maintenance				
89			A.P. Cleaning	\$ 3,400.00		280x12 rounded to 3400.00 for easier reporting
90			other repairs	\$ 6,000.00		General maintenance such as cleaning the carpets, plumbers, and electricians
91				<b>\$ 9,400.00</b>		
92		Technology				
93			ASK Technology	\$ 10,200.00		850.X12
94			computer hardware	\$ 5,000.00		
95			Licenses	\$ 1,000.00		QuickBooks and others
96			Apollo	\$ 800.00		
97			hotspots	\$ 600.00		contract
98			Database	\$ 850.00		ancestry.com810.00 rounded to 850.00 for easier reporting
99			Software	\$ 3,000.00		1500 for envision ware 1500 for extra
100				<b>\$ 21,450.00</b>		
101		Utilities and Internet				

Working Budget 2019

	A	B	C	D	E	F
102			I.T. Right	\$ 1,200.00		
103			Consumers Energy	\$ 4,000.00		300x12=3600.00 bumping it up to 4000.00 for easier reporting
104			Granger	\$ 450.00		110. quarterly rounded to 450 from 442
105			Verizon	\$ 450.00		34.19 per month round to 35.00 rounded to 450 for easier reporting
106			Sewer	\$ 500.00		I rounded up from 479.64
107				<b>\$ 6,600.00</b>		
108						
109		Total Expenses:		\$ 338,350.00		
110		Revenue -Expenses		\$ 10,450.00		
111						

Bath Township Public Budget  
2019 Budget

Income		
	Millage	\$ 286,000.00
	Penal Fines	\$ 54,000.00
	State of Michigan Aid	\$ 4,600.00
	Donations, Gifts and Memorials	\$ 1,000.00
	Fines	\$ 600.00
	Prints	\$ 600.00
	MCLS	\$ 1,800.00
	Miscellaneous	\$ 200.00
	<b>Total Revenue</b>	<b>\$ 348,800.00</b>
Expenses		
	Advertising & Marketing	<b>\$ 7,000.00</b>
	Capital Expenses	<b>\$ 4,000.00</b>
	Collection Development	<b>\$ 41,200.00</b>
	Contractors	<b>\$ 23,400.00</b>
	Insurance	<b>\$ 3,500.00</b>
	Rent & Lease	<b>\$ 10,500.00</b>
	Legal and Professional	<b>\$ 5,000.00</b>
	Library Programming	<b>\$ 12,600.00</b>
	Travel and meals	<b>\$ 5,000.00</b>
	Professional Development	<b>\$ 6,000.00</b>
	Membership	<b>\$ 7,950.00</b>
	Bank Charges	<b>\$ 250.00</b>
	Supplies	<b>\$ 7,000.00</b>
	Payroll	<b>\$ 167,500.00</b>
	Repair and Maintenance	<b>\$ 9,400.00</b>
	Technology	<b>\$ 21,450.00</b>
	Utilities and Internet	<b>\$ 6,600.00</b>
	<b>Total Expenses:</b>	<b>\$ 338,350.00</b>
	<b>Revenue-Expenses</b>	<b>\$ 10,450.00</b>