

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, January 22, 2025*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Diane Doberneck  
Theresa Kidd, Audrey Barton  
(Library Director & Staff) Sarah Rick

*Absent:* Don Keller (present via Zoom)

*Public Present:* Jana Slisher, Amy Thomas

*Next meeting: Wednesday February 19, 2025 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:07 pm with Sue introducing the Rules of Order
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda with the adjustment of the correct date, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes from November and December meetings with the adjustment of the proper spelling of “Lynn” on page 3, and the addition those who approved the minutes at the December meeting. Lynn supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer’s Report in January meeting packet. Lynn shares that at the end of our fiscal year the Budget vs Actuals statement shows overall expenses were 99%.

Sarah shares that she spoke with the auditor, and that separation between accounts for the Dividend and IMMA is not necessary. The audit is coming up, and she looks forward to hearing more from them soon.

Sue suggests a workshop to help the Board better understand the inner workings of QuickBooks, as they will have view-only access. This would be beneficial to the team.

Diane **motions** to accept the financial report, Sue supports, all in favor. Sue **motions** to approve the reports of QuickBooks, Theresa seconds, all in favor.

### **III. Director Report**

Please see the full Director's Report in January meeting packet, as well as reports specific to youth and adult programming.

Sarah shares that her Welcoming Reception will take place here at the library on Tuesday January 28 from 5 - 7pm and all are invited to attend! She will be out of the office in early February. In her absence, staff and the Board can turn to Joana when needed.

November and December were busy months at BTPL, with well-attended programs for patrons of all ages and plenty of community outreach. Sarah continues to attend community events (like the elementary school's STEAM night) and township board meetings, to share information about the library's upcoming events.

Jana is working hard to build a partnership with NASA's education department. She is currently one of 20 rural librarians who will assist NASA in collecting data. She hopes to continue with this exciting partnership and will keep the Board updated.

Programming for adults includes fun Book Club events, assistance with tech issues, plenty of crafting opportunities, family-friendly events, and much more! This year, the Senior Center will be closed on Thursdays. Joana hopes to find more ways for BTPL to better serve the seniors of our community in times with the center is closed.

Sarah shares that emergency policies and procedures are in review, and procedures need to be updated. She will keep the Board informed about these changes. Staff received active shooter training in December. She finished and submitted the grant application that had a tight deadline. Michigan State Police will be present in the evening of Feb 25<sup>th</sup>, in order to perform an audit (since we use their services for background checks).

Due to problems with one of the toilets in the women's restroom, there's the possibility that it will need to be replaced with a power-assisted toilet, or another that works better in a commercial setting. Sue shares that this upgrade had already been discussed by the former Director, who was speaking with the landlord about replacement. The plumber(s) who have assisted with this ongoing problem repeat the message that the current toilets are meant for residential use only. With how busy the library is, this is not sustainable. Sue adds that a new conversation with the landlord and Sarah is necessary, and she will make this happen.

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

- a. 2024 Carryover – Suggest move to updates in Director's Report – Sue suggests that these items continue to be discussed under the umbrella of the Director's Report, as there are often only small updates. This is largely to tidy up the agenda. Sarah shares that she intends to restructure her reports as well, to make them easier to manage and compile. The Board makes it clear that these items (installation of a safe rear exit, districting options and a nepotism policy) will continue to be worked on in the coming

months. Sarah responds that if BTPL does not receive a grant for the door in early March, it will be added as a budget line item. A nepotism policy will be written up first, then shown to the lawyer to make sure it is ship-shape and legally defensible. Sue adds that in a small community it's difficult to avoid employing relatives. Lynn adds that the goal of this policy will be to make supervision requirements clear, so as to avoid favoritism. Don adds that this is a straight-forward policy, and legal guidance could be minimal.

- b. Update on implementation of Michigan ESTA – Sarah shares that we are in compliance with the current policy. However, there are some concerns amongst the staff about how sick time and vacation time may be used. Sarah is willing to be flexible with use. Sick time also includes mental health days. She wants the staff to know that she's willing to work with everyone on it, but that the policy follows the law in regard to how the time may be used, and whether it is paid or unpaid. Anything beyond the first 40 hours of sick time will not be paid. Please see the January packet for more information. Sarah will continue to ensure that the policies are legally sound and compliant with the law, while making sure that the staff of BTPL is well cared for as she tweaks the policy for clarity. She will wait to hear back from the lawyer regarding the most recent suggested changes, and update the Board. Sue adds that the Board's main concern is taking care of the staff, and it's complicated to remain legally compliant as bills at the state level continue to change. She says that she appreciates the effort Sarah is putting into this, and the patience from everyone involved as we wait for further changes at the state level. She and Diane add that at their jobs, there has not been as much preparation – BTPL is ahead of the curve in regards to staying informed and remaining compliant as we continue to take care of the employees and hearing their concerns.

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

- a. Vote to move regular updates to Director's Report - Sue **motions** to approve removing unfinished business items regarding district library, safety and nepotism from unfinished business and into the Director's Report for the time being. Audrey seconds, all in favor.
- b. Vote on modification of language in PTO/ESTA Policy – no vote tonight

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

- a. Election of officers for 2025 Board – Normally the Board votes for officer positions in January. Sue suggests that this be saved until the February meeting, when all Board members will be present.
- b. Formation of sub-committee to review all employee policies - The general idea is for two Board members begin reviewing all policies along with Sarah, just as a good practice. There can not be more than two Board members, or else it would be a violation of the Freedom of Information Act and possibly quorum. This topic will be revisited at the next meeting, when all members are present.

#### **VII. Items for Action**

- a. Vote on 2025 Board officers –will revisit at next meeting
- b. Vote to form sub-committee – will revisit at next meeting

## VIII. Closing

- a. Public Comment: Jana shares her concerns that the ESTA policy and sick time / vacation time policy in the works is complicated especially for full-time employees, as vacation time will be significantly reduced. She recognizes that Sarah plans to be flexible, but the policy itself is not flexible and the accrual numbers don't really match up. Upon being hired, she had the expectation of 3 weeks of vacation annually, but with the accrual system this would be significantly less. She also worries that some uses for sick time could be refused (example: therapy). She encourages the Board to continue to take care of the BTPL employees. The Board thanks Jana for weighing in on this matter.
- b. Board Member Comments: none
- c. Theresa **motions** to adjourn the meeting at 7:21. Diane seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)