

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlasic, Secretary
Ken Jensen

AGENDA, JANUARY 2, 2018 – 6 P.M.

1. Call to Order
2. 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. Tentative – Presentation from Woodlands Cooperative
8. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Negotiations with Bath Township for Transition – township board meeting same time as ours. Dan Wietecha recommending they vote in favor of his recommendation, which is the end product of working with our negotiation team. (Attachment)
 1. Renegotiation of lease (Attachment)
 - ii. Acquisition of library law attorney for ongoing consultation, and most immediately a review of our bylaws – no reply yet from Anne Seurynck.
 - iii. Monday 12/16 call with Jeff Shannon from ASK on system integration and support to replace Consultants on Call – waiting for quote.
 - iv. Updates from committee to review Integrated Library Systems.
 - v. Reminder – DeWitt Board Meeting is at 5 p.m. on January 11, 2018, in the Annex behind the library.
 - b. Items for Action (need a vote)
 - i. Monday 12/16 call with Kent District Library Staff regarding HR consulting. Do we work with them on hiring or engage Shirley Bruursema? – Update from Shirley. (Attachment)
9. New Business
 - a. Items for Discussion
 - i. Identification of cooperative library system to join for access to eBooks – Woodlands Cooperative/Overdrive (<https://woodlands.lib.mi.us/>)
 - ii. Begin list of needed policies (room rental, fee collections, etc.)
 - iii. Identification of vendors for other services
 1. H.C. Berger copier quote (Attachment)
 - iv. Days of Operation for 2018
 - b. Items for Action
 - i. Insertion of a Consent Agenda after Review and Approval of Minutes. This would be a way to present bills to be paid, or that have been paid, and other correspondence that doesn't require discussion.
 - ii. Begin process of joining library cooperative

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- iii. Resolution to join Michigan Municipal League to make use of their insurance products. This includes Workers Comp, Directors and Officers, Liability and Property. (Attachment will be brought to meeting)

- 10. Librarian's Report
- 11. Public Comment – Limited to 3 minutes
- 12. Board Member Comments
- 13. Adjournment

Minutes 12-19-2017

Board Attendance: Sue Garrity, Lynn Bergen, Theresa Kidd, Ken Jensen, Shannon Vlasic, Ryan Fewins-Bliss

Public: Dan Wietecha, Township Superintendent; Derek Barth & Alex Suarez, library staff; Jasmine Shank, Bath High School student

Meeting called to order at 6:00pm by Sue.

Moment of civic reflection (flag needed)

Lynn moves to allow Sue to purchase flag for board room after research into what type of flag is needed most for group events. Shannon 2nd, all approve.

Approval of tentative agenda by Lynn, supported with second by Theresa, all approve.

Disclosure of conflict of interest- none.

Theresa moves to approve last weeks minutes, Lynn 2nd, all approve.

DISCUSSION:

Transition: Per Dan Wietecha, Township will vote on January 2nd to approve Library transition requirements.

Negotiations: Lynn moves to give negotiations committee (Sue, Ryan, Shannon) responsibility and okay to move forward with decision making regarding transition requirements, Theresa 2nd, all approve.

Termination of penal contract with Dewitt: Murphy & Spagnuolo for opinion. Once termination of this contract is complete, no conflict of interest will exist with Anne Seurnck. Sue will get rates for both attorneys. Put on agenda for first January meeting.

Ryan and Sue meeting with KDL re: HR consulting & Paychex system. Sue will speak with Shirley re: recruiting prices & services vs. prices for services provided by KDL. Put on agenda for 1st January meeting.

Sue spoke with Jeff Shannon from ASK re: replacing Consultants on Call, our IT provider. ASK should come in significantly under what we currently pay Consultants on Call. Sue will provide price quote at next meeting.

Integrated Library Systems: Ken has gotten quotes from Verso, Atrium and Biblionics. Verso is recommended by Dewitt. Price is much cheaper than originally projected- roughly 8k for 5 years.

Shannon moves to create Integrated Library Systems sub-committee of Ken, Theresa, and Sue with additional input and assistance from Linda Neely. Theresa 2nd, all support.

ACTION:

Theresa moves into public budget hearing, Ryan 2nd, all support.

Budget based off Thomas Township Public Library which has similar population and needs as Bath Township.

Some edits: less funds to be allocated Integrated Library Systems, + 50-60k in penal funds that we were not anticipating receiving from 2016.

State Aid begins in 2019.

Expected revenue will be 340k.

No public comment.

Theresa moves to close public hearing, Ryan 2nd, all in favor.

Lynn moves to approve budget with changes presented as discussed. Ken 2nd, all in favor.

EIN obtained. Resolution needed in order to open bank account. Draft provided.

Shannon moves to approve with amended language concerning VP and \$1,000 limit. (Changes made, re-printed and signed by all board members) Theresa 2nd, all approve.

Lynn moves to keep township cleaning services for 3 months and re-evaluate in March. Ryan 2nd, all approve.

NEW BUSINESS:

Dewitt Library Meeting: Requests our presence at next meeting to go over negotiations with board. Several options- Dewitt wants 2017 penal fines paid. Ryan moves to empower Sue to operate as our negotiator with Dewitt Library regarding transition and penal fine termination. Lynn 2nd, all approve.

Ken will email top 3 ILS's re: time frame and equipment needed for conversion. This may lessen amount of time before we can provide our own MELCAT services.

Documents delivered to Library of Michigan re: legal establishment. Class C based on population- this may change with next census. This potential change may or may not impact budget and expenses.

Ken- Woodlands Library Cooperative offered to come to meeting.

Theresa- Logo design; Melissa from Eggleston Gallery suggested two people; Marc Rakas and Matt Mulford. Matt charges flat rate of \$50/hour. Mark's costs vary but will come in between \$500-\$2500. Put on agenda for 1/16.

Sue: Each trustee should keep running list of needed policies to bring up after we get things up and running.

PUBLIC COMMENT:

Jasmine Shank, Civics Student at Bath High School

Ryan moves to adjourn, Lynn 2nd, all support.

Meeting adjourned at 8:10pm.

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Updated: December 27, 2017

Dan Wietecha,
Superintendent
Bath Charter Township
14480 Webster Rd
Bath, MI 48808

Dear Dan:

Thank you for attending our Bath Township Public Library Board of Trustees meeting on December 19, 2017.

At that meeting, we discussed a transition proposal that would encompass all of the needs of the Library and the Township. The Library Board reaffirmed its intention for its negotiation committee to work out the details with the Township due to the quick timeframe in which these items need to be resolved. Please find the negotiation committee's proposal below.

1. The Township will reimburse the Library for 1 week of payroll from December 24-30, 2017. Staff are under the leadership and decision-making of the Township until December 31 – evidenced by the Township's decisions about opening and closing and work hours that week. Because the Township's last payroll run for 2017 is on December 22, staff are left with one week prior to the Library's payroll beginning on January 1. The Library will issue an invoice for these funds dated December 31, within the Township's fiscal year. The Library will not change the hours for staff that have already been set and approved by the Township for this week.
Estimated cost: \$800.00

2. The Township will provide maintenance services from January 1 – March 31, 2018 for no more than 3 hours per week at a rate of \$19.25 per hour. The Library will have access to "on-call," at-cost maintenance services from the Township in the case of an emergency. The Library will provide any cleaning supplies and paper products.
Estimated cost: \$750.00

3. The Township will pay the monthly lease payment to the landlord until such time as the Library can successfully secure a transfer in lease ownership but no longer than March 31, 2018. The Library will reimburse the Township in full for these costs inclusive of required insurances within said lease.
Estimated cost: \$1000.00
4. The Township will pay routine bills as a continuation of Library Center services until such time as the Library can successfully transfer those costs into the Library's name, finds other appropriate methods of securing such services and/or chooses not to continue such services. Notification of the Library Board Treasurer will be provided prior to the Township paying any of these bills. The Library will reimburse the Township in full for these costs.
Estimated cost: \$200.00
5. The Library will purchase the Township's non-monetary assets of the Library Center in their entirety, which currently reside at 14033 Webster Rd, Bath, MI 48808.
Cost: \$1.00
6. After the final day of each month, the Township Superintendent and the Library Treasurer will convene to determine amount owed to the Township to be paid no later than the 10th of the following month.

We look forward to hearing from you regarding this proposal. If you should have any questions, please don't hesitate to reach out to us.

Thank you from the negotiation committee:

Sue Garrity,
President

Ryan Fewins-Bliss,
Treasurer

Shannon Vlasic,
Secretary

Jack Phillips
Supervisor

Kathleen McQueen
Clerk

Steve Wiswasser
Treasurer

Dan Wietecha
Superintendent

Cindy Cronk
Trustee

Denise McCrimmon
Trustee

Al Rosekrans
Trustee

Dan Stockwell
Trustee



MEMORANDUM

TO: Board of Trustees
FROM: Dan Wietecha, Superintendent DBW
DATE: December 28, 2017
RE: Library Transition Proposal

Attachment: 12/27/2017 Correspondence from Bath Township Public Library Board of Trustees

Recommendation:

Approve the following conditions for transition of responsibility of library operations from Bath Charter Township (Township) to Bath Township Public Library (Library):

1. The Library will provide employees to operate the library from December 23 through December 31, 2017. The Township will reimburse the Library for the wage expenses.
2. From January 1 through March 31, the Township will provide basic custodial service up to 3 hours per week at \$19.25 per hour; the Township will provide additional custodial / maintenance service at cost when requested by the Library. The Library will reimburse the Township for the custodial / maintenance services performed. The Library will provide any cleaning supplies and paper products.
3. The Township will pay monthly lease payments on the premises through the earlier of either March 31, 2018, or the assignment or transfer of the lease to the Library. The Library will reimburse the Township for all lease payments plus the cost of insurance. The Township and Library will work together to have the Lease assigned or otherwise transferred to the Library.
4. The Township will pay routine bills to continue library services. The Township will provide notice to the Library prior to paying any such bills. The Library will reimburse the Township for all bills paid.
5. The Library will purchase the Township's nonmonetary assets of the Library Center at 14033 Webster Road for \$1.00.
6. The Township and Library will meet monthly to reconcile all bills and reimbursements.

Background:

Over the past month and a half, I have met with members of the Bath Township Public Library board to negotiate the transition of responsibility of library operations from the Township to the new Library board.

From the start, my intention has been that the transition occur as quickly as possible and that any costs incurred by the Township after the fiscal year would be reimbursed by the Library. Both the Library and I have also approached the matter with the clear intent of maintaining library services during the transition.

During the past month and a half, the new Library board has accomplished much of the organizational needs for the transition. However a handful of matters are unable to be accomplished by January 1, 2018.

There is some difficulty regarding employee expenses between December 23 and December 31, 2017. The Township's 2017 fiscal year for payroll ended December 22, 2017. The Library's new 2018 fiscal year does not begin until January 1, 2018.

The proposal is to have the two part-time positions be employed by the Library during that last week of 2017 with the Township reimbursing the Library for the wages. This would be consistent with the intent to have the Township cover all expenses through December 31, 2017, the end of the regular fiscal year. And it would enable keeping the Township's payroll fiscal year and regular fiscal year straight. The 2017 Budget is plenty sufficient to cover the expense.

The Library is beginning to get quotes and explore other options for custodial / maintenance service. The proposal is for the Township to continue providing the service for up to three months with the Library reimbursing the expense.

Although most of the recurring expenses have already been switched over to the Library, there will undoubtedly be something that was overlooked. The Township and Library will work together to make sure that the Library is ultimately responsible for any 2018 bills.

The lease between Daryl Kesler and the Township requires three months notice to terminate the lease; it also contains a provision that Mr. Kesler allow the lease to be assigned to another entity. At this point, the intent is for the three parties to discuss how best to assign or otherwise transfer the lease to the Library. During the time that the lease remains in the Township's name, the Library would reimburse the Township for any lease payments and insurance premium. Hopefully the assignment can be accomplished within a month, but in no case would the lease remain in the Township's name longer than the three months notice.

I support and recommend the \$1.00 transfer of books, furniture, and other nonmonetary assets. The materials are unique to serving a library and of very limited value to the Township's other operation. Also, much of the material was originally acquired through donations.

Jack Phillips
Supervisor

Kathleen McQueen
Clerk

Steve Wiswasser
Treasurer

Dan Wietecha
Superintendent

Cindy Cronk
Trustee

Denise McCrimmon
Trustee

Al Rosekrans
Trustee

Dan Stockwell
Trustee



December 28, 2017

Daryl Kesler
POBox307
Bath, MI 48808

Re: Notice to Terminate or Assign Lease Agreement

Dear Daryl:

You may be aware that the Bath Charter Township and a new legal entity Bath Township Public Library have been negotiating to transfer responsibility for the library's operation from the Township to Bath Township Public Library. I propose that the Township, BTP Library, and you discuss whether and how best to assign or otherwise transfer the Lease at 14033 Webster Road.

In the event that a transfer is not negotiated, please accept this letter as three months written notice of the Township's desire to terminate the Lease on March 31, 2018, as required under the terms of the Lease.

If you have any questions, please call me at (517) 641-6728 or by email at dwietecha@bathtownship.us.

Thank you.

On behalf of Bath Charter Township,

v / /)vi- Jc-t /

Dan Wietecha
Superintendent

Cc: Sue Garrity, Bath Township Public Library

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlasic, Secretary
Ken Jensen

December 29, 2017

Daryl Kesler
P.O. Box 307
Bath MI 48808

Dear Mr. Kesler,

As you may already be aware, the passage of a millage in November in Bath Township has resulted in the legal establishment of a public library in Bath Township. The Bath Township Public Library, funded by this millage, is taking over the assets of the Bath Township Library Center as of 1/1/18.

I have a copy of the lease for the property at 14033 Webster Road, and know that Dan Wietecha, Bath Township Superintendent, has reached out to you regarding terminating the lease on their behalf. We would like to initiate a lease and take up where they leave off.

We have already established insurance for the location through and so are prepared to assume responsibility as soon as possible. Please advise us as to the next steps to transition this lease from Bath Township to the Bath Township Public Library.

Many thanks in advance for your assistance. Please call or email if you have any questions or concerns.

Sincerely,

Sue Garrity
President
Bath Township Public Library Board of Trustees

Fw: Hiring a Library Director

Suzanne Garrity

Sat 12/30/2017 9:22 AM

To:Shannon Vlasic <svlasic@bathtownshippubliclibrary.org>; Ryan Fewins-Bliss <rfewins-bliss@bathtownshippubliclibrary.org>; Lynn Bergen <lbergen@bathtownshippubliclibrary.org>; Theresa Kidd <tkidd@bathtownshippubliclibrary.org>; Ken Jensen <kjensen@bathtownshippubliclibrary.org>;

Hi all,

Here is my reply from Shirley Bruursema on the types of services that she can provide us pro bono during the hiring process.

Hiring will be back on the agenda, with the recommendation that we form a temporary committee to handle this challenge.

Thanks,

Sue

Sue Garrity
President, Bath Township Public Library Board of Trustees
517-927-4162

From: libsabsarg@aol.com <libsabsarg@aol.com>

Sent: Friday, December 29, 2017 9:28 PM

To: Suzanne Garrity

Subject: Re: Hiring a Library Director

Sue: This is something that I would not be a part of. This is a sideline business that KDL has started through the H.R. Department; Of course it would be cheaper than to go through a search group that I have used in the past. Anything I do is Free, however it might be to your advantage to participate with Brian and his group since it does take a bit of time to do this task and you all work. So I encourage you to use this arm of assistance in locating a candidate that would be of advantage to you; If I advise on how to hire your own Director it is using material on how to interview, on getting reference on how to write letters of regret etc.How to references etc. A this

point in time like I say it is time consuming so unless funding is an issue I would recommend you taking advantage of this service; I know they have had some contacts from other Libraries not sure if they have signed on with others, this is a fairly new program.

Thanks for asking, you are doing great at accomplishing so much in a short time: Give yourself a pat on the back;
A very Happy Blessed 2018 New Year;

Shirley:

libsabsarg@aol.com

-----Original Message-----

From: Suzanne Garrity <sgarrity@bathtownshippubliclibrary.org>
To: Shirley Bruursema <libsabsarg@aol.com>
Cc: Ryan Fewins-Bliss <rfewins-bliss@bathtownshippubliclibrary.org>
Sent: Mon, Dec 25, 2017 7:30 am
Subject: Hiring a Library Director

Hi Shirley,

We've had a call with KDL to learn about their offering to assist with hiring a Library Director, and our board is now interested in finding out what you could do to assist us in the hiring process.

How would you feel most comfortable sharing that information? Ryan Fewins-Bliss, our treasurer, and I did a conference call with the KDL folks to collect information, so we could certainly do the same with you. I know that Ryan is kind of out of circulation this week for the holidays, but otherwise we can do that at your convenience. He can set up a conference number for our use.

I hope you're having a wonderful holiday! I'm enjoying a few days of sort-of downtime to get myself organized before the next onslaught.

Just as an FYI, here are some milestones we've passed so far:

- Four board meetings
- Officers elected
- Website & email set up
- Public Budget Hearing
- Turned in information required by Library of Michigan for establishment
- EIN obtained
- Bank account opened
- Payroll vendor identified

- Accounting software identified
- Engaged with an audit firm for accounting advice
- Engaged with law firm for opinion on penal fine contract with DeWitt District Library
- Draft bylaws developed and discussed, legal review requested
- In process of changing billings from all vendors to new entity/P.O. Box
- Requested quote from new company to provide IT support including enterprise level internet filtering options
- In process of negotiating final transition items with Bath Charter Township
- Documents prepared for negotiations with DeWitt on continuing service to patrons while we're in the process of converting to ILS that will work with MeL

It's been a crazy few weeks!

Again - I hope you're enjoying a wonderful holiday season with your family. We are grateful for the opportunity to learn more about what you would be able to do to help us in hiring a full-time professional Library Director.

Thanks,

Sue

Sue Garrity
President, Bath Township Public Library Board of Trustees
P.O. Box 368, Bath MI 48808
517-927-4162
www.bathtownshippubliclibrary.org

Bath Township Public Library
www.bathtownshippubliclibrary.org

Based on the Bath Township Library Center - a department of Bath Township - now becoming legally established as a public library in Michigan. Thanks to the wonderful voters who voted yes on our...

COLOR MULTI-FUNCTION PROPOSAL FOR

THE BATH TOWNSHIP PUBLIC LIBRARY

Proposed Equipment

Kyocera TASKalfa3252ci



Specs

32 ppm black & color
140 sheet doc feed
2 x 500 sheet paper trays
150 sheet multi-purpose tray
up to 12" x 18" paper, 140lb bond
network printing
full color scanning
fax
1200x1200 dpi
wireless capable



Optional Coin-Op

Jamex 6557

- Provides self-service access control to your photocopier
 - Accepts any combination of nickels, dimes, quarters, dollar coins and gives change
 - Takes \$1, \$5, \$10 and \$20 bills
 - Includes a bypass key for service/staff copies
 - Shows instructions, credit balance, and reconciliation data on a scrolling display
 - Adapts for most major currencies with optional international coin and bill acceptors

Coin-op Financials

***Purchase Price**

*HC Berger will install/train

Proposal Includes:

delivery, training, network install
training (ongoing training is free)

Prepared by

Jim Wadkins
2175 Association Dr.
Okemos, MI 48864
(517) 484-5378 Office
(517) 862-7877 cell

H.C. Berger Company

Copier Financials

Purchase Price \$4,588.00

*60 Month Lease

Add coin-op

*zero down, \$1.00 buyout, a one-time

\$69.00 processing fee applies.

Service & Supply Agreement

Color- charged at \$.05 per copy (\$.03

Black - charged at \$.007 per copy

service agreement includes ALL to

parts, labor & toner

Service can be billed monthly in arrears