

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, APRIL 16, 2018 – 5 P.M.

1. Building Tour – Gather at library.
2. Call to Order, take tour.
3. Upon return, Civic Reflection
4. Approval of the Agenda
5. Public Comment – limited to 3 minutes, on agenda items only.
6. Disclosure of Conflicts of Interest
7. Review and Approval of Minutes
8. Financial Report – Treasurer
9. Librarian Report
10. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Acquisition of library law attorney for ongoing consultation - Anne Seuryneck replied with edits to proposed bylaws. (draft attached). Anne is available to speak personally with regular billable hour rate. You can also view Foster Swift's legal tips videos at <https://www.fosterswift.com/communications-videos.html>, or sign up for newsletters at <https://www.fosterswift.com/communications-signup.html> - there is a Library Law Newsletter.
 - ii. Program/Policy Committee updates – policies collected, action begins when new director begins work.
 - iii. Library Director – interviews scheduled throughout the day on April 19th. (Job Description & Interview Questions attached). Discussion of evaluation of interview performance.
 - iv. Updates on technology. Look for upcoming patron sessions on how to access your Apollo account online. Staff PCs are in place. Planning for installation of new firewall, switch and access point. Some additional cabling necessary.
 - v. Updates on health care options for staff – we can have a presentation on options from Brian McCluskey, also July 1 MLA will be offering health insurance. Option – pay COBRA on behalf of employee while waiting for our offering to be complete.
 - vi. Renegotiation of lease. Discussion of the 6,000 space behind BS&A.
 - vii. Janitorial services – RFQ? Currently 2-3 hours/week is what is required.
 - viii. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative – waiting for reply.
 - ix. Library Security – Cameras, mirrors, etc., leave for discussion with new Library Director once hired.
 - x. Logo – keep on agenda until new director is hired so they can weigh in.
 - b. Items for Action (need a vote)
11. New Business
 - a. Items for Discussion

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- i. Joining the Michigan Library Association – cost is \$362.83 at our current millage revenue level. On the cusp of going up by \$100. Organization level membership includes director access. It's \$50 for trustee memberships. See <http://www.milibraries.org/membership/membership-value-and-benefits/> for more details.
 - b. Items for Action
 - i. Vote on joining MLA.
- 12. Public Comment – Limited to 3 minutes
- 13. Board Member Comments
- 14. Adjournment

Bath Township Public Library
Meeting Minutes

Tuesday, April 3, 2018; meeting called to order at 6:02pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd. Ryan Fewins-Bliss present via Skype. (Public) Derek Barth, Alex Suarez, Elizabeth Evans

Next meeting: Monday, April 16, 2018 @ 5pm; tour of prospective new space followed by regular meeting

I. Regular Business

- a. Moment of civic reflection.
- b. Theresa moves to approve the agenda, Shannon 2nd, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve last weeks meeting minutes as amended, Lynn 2nd, all in favor.

II. Financial Report

Updates will be presented at next meeting to cover March. Percentages of actual budget vs. proposed budget will fluctuate based on billing cycles and amounts paid.

III. Librarian Report

Derek raves about new ILS; states that it is very user friendly and much better than Surpass was. New children's music CD's. Significant increase in Dewitt rentals and returns.

IV. Unfinished Business

- a. Attorney Anne reviewing bylaws, suggests several legal “edits.” We will wait for further action until director is hired. Can we meet Anne? Sue will check with her regarding any upcoming speaking engagements we may attend.
- b. Program / Policy Committee update: Review provided handouts and be prepared to discuss once director is hired.
- c. Director: Interviews on Thursday 4/19/2018. Recommended interview questions were provided by KDL and were emailed to us. Ryan will be asking bulk of interview questions while rest of board takes notes, but other board members may ask for clarification or interject with additional questions if necessary. We will need to allow additional time at the end of the interview meeting for public comment.
- d. Apollo: Conversion went very smoothly. Working on “help sessions” for patrons to learn system.
- e. Staff healthcare options: Review provided handouts and be prepared to discuss at next meeting. Woodlands co-op does not provide healthcare savings. Sue is working on figuring out what other class 3 libraries provide, and she will report back at next meeting.
- f. Next meeting: remember that we are meeting on Monday April 16, 2018 after our tour of additional 6,000 square foot space behind BS & A Software. We will meet at the library prior to tour and walk over together. There will be no regular meeting on Tuesday April 17th. Thursday, April 19th is director interview meeting which will begin with board arrival at 8:30am and last all day.
- g. Advertising opportunities: On hold. Discuss at next meeting.
- h. Leader in Me assembly: Sue attended the assembly and it was wonderful. Based on the 7 Habits of Highly Effective People by Stephen Covey. Included tours and interactive presentations. Goal for fall: more interaction with school and classrooms.
- i. Logo: On hold until director is hired.
- j. Custodial: Keep DPW through end of June, voted and accepted by township trustees. Sue checking into whether it would be a conflict of interests to independently hire Cody on our own contract, separate from the townships contract.

V. Action

None.

VI. New Business

None.

VII. Closing

- a. Public Comment: none.
- b. Board Comment: none.
- c. Lynn moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 6:59pm.

Bath Township Public Library Board Bylaws

Article I. Establishment and Purpose of Bylaws

Section 1. Name. The Bath Township Public Library was established by the virtue of the provisions of the City, Village and Township Libraries Act, 1877 PA 164, (“PA 164”).

Section 2. Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

Article II. Board Members

Section 1. Board. In accordance with the provisions of the City, Village and Township Libraries Act, 1877 PA 164, as amended, (“PA 164”) the Library Board (or “Board”) shall consist of six (6) elected members who are registered electors of Bath Charter Township. The Board members shall be selected every four (4) years (at the same time as the election of Bath Charter Township board members), and shall serve four (4) years.

Section 2. Vacancy. The office of Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the general November election.

Section 3. Individual Authority. Board members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Article III. Powers of the Board of Trustees

Section 1. Authority. The Library Board may exercise any and all of the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1 and ending the following December 31. The Library Board shall prepare and make available an annual budget.

Section 3. Audit. The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the Township’s funds generally.

Commented [AMS1]: We recommend deleting this because there should be a description of the powers an authority of the Board – see below.

Commented [AMS2]: Is this the budget period?

Article IV. Officers

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Terms. Officers shall be elected at the November meeting and serve a one (1) year term. Officers shall serve until a successor is appointed.

Section 3. Vacancies in Office. Vacancies in any officer position shall be filled by a majority vote of the Board, with the exception of President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.

Section 4. President. The President of the Board shall preside at all meetings, prepare and distribute agenda, notify all members of regular or special meetings, appoint all committees, and generally perform any duties of a presiding officer. In the absence of a President, the Vice-President shall preside over any meetings. In the absence of each of these persons, a chairperson chosen by a majority of the Board members present at the meeting shall preside over such meeting.

Section 5. Vice-President. The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

Section 6. Secretary. The Secretary shall be a custodian of all records of the Board and is responsible for all legal correspondence and keeping the minutes of the Board meetings. The Secretary shall see that all public notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law. Any of these responsibilities may be assigned to the Library Director if the Secretary so directs. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.

Section 7. Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the Township Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

Section 8. Checks. All checks must be signed by two officers. Any two (2) of the following officers may signs checks: President, Vice-President, Secretary, Treasurer;

Section 9. Conflicts. The Board shall not cause the Bath Township Public Library to enter, directly or indirectly, into any contract or transaction with any Board member or with any corporation, firm, association, or other entity in which one (1) or more Board members

Commented [AMS3]: Since the Library FBund is held in the Township treasury

Commented [AMS4]: The Director is not an "officer" – did you want the Library Director to have authority to sign checks?

have a material financial interest or in which one (1) or more Board members are otherwise involved, unless authorized by and following the procedure, if any, set forth in Michigan law.

Commented [AMS5]: For certain types of contracts, there is a procedure set forth in Michigan law. The Bylaws should not set up a contradictory procedure. It likely will not happen frequently.

Section 10. No Liability. Board members shall not be personally liable for the debts, liabilities, or other obligations of Bath Township Public Library.

Article V. Meetings

Section 1. Regular Meetings. Regular official meetings of the Board shall be held each month. A schedule of the regular meetings for the year, including date, time and location, shall be set by the Library Board at the annual meeting and posted in the Library no later than 10 days following the meeting. Meetings may be cancelled or rescheduled by the President if a poll of the Board shows a quorum will not be present. Regularly scheduled meetings may be cancelled or rescheduled by action of the Board. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Special Meetings. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which shall be given each member of the Board at least 18 hours in advance of such meeting. Notice shall be provided to the public in the format and manner as provided by the Michigan Open Meetings Act, including the time, place and purpose for which such meeting is called.

Commented [AMS6]: You may be putting more barriers than necessary by increasing the amount of time needed for notice. The OMA only requires 18 hours' this would be limiting it unless each board member waived the notice requirement.

Section 3. Quorum. A quorum for transaction of business shall consist of simple majority (50% plus one) appointed or elected and serving.

Section 4. Order of Business

Agenda:

Call to Order

Civic Reflection

Approval of the Agenda

Review and Approval of Minutes

Public Comment (Limited to 3 minutes)

Treasurer's Report

Unfinished Business

Items for Discussion

Commented [AMS7]: In my experience, this is not a frequent issue and likely does not merit a permanent spot on the agenda.

Commented [AMS8]: I recommend moving public comment up to the front for two reasons (1) if someone has a comment on a decision being made by the Board, the comment will be made before the decision is made; and (2) you are not requiring citizens or others to attend the entire meeting if they have a comment.

Items for Action
New Business
Items for Discussion
Items for Action
Director's Report
Board Member Comments
Adjournment

Section 5. Board Action. Any Board action, to be official, must be approved by a majority of members present at an official Board meeting, unless otherwise required by law.

Section 6. Procedures. The Provisions of the Open Meetings Act (Public Act 267 of 1976) shall be followed. Robert's Rules of Order, Newly Revised, shall be the rule for all meetings of the Board.

Article VI. Committees

Special Committees may be appointed by the President, with approval of the Board, to serve until assignments are completed. Unless otherwise directed, a committee's assignment is limited to study and/or investigation and reporting and the committee is only advisory in nature. Committee expenditures must be duly authorized by the Board. Any recommendation by a committee must be approved by the Board.

Article VII. Library Director

Section 1. Appointment of Director. The Board shall have the right and duty to select, hire, supervise, and terminate a Library Director (or "Director"). The Director shall be considered the executive officer of the Library and shall have charge of the administration of the Library within the framework of Board policies and budget. He/she shall attend all Board meetings, unless otherwise directed by the Board President.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;

Commented [AMS9]: Some decisions, like closed sessions, require 2/3 vote.

Commented [AMS10]: This is too vague and should be addressed in a purchasing/bill payment policy.

Commented [AMS11]: This is not lawful. Only the governor can remove a board member. There is no authority for "constructive" resignation.

Commented [AMS12]: Board policies can't conflict with State Law.

Commented [AMS13]: The Board should have a public comment policy with additional regulations.

Commented [AMS14]: The Board cannot exclude anyone from an open meeting.

- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board on or before its regular July meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Article VIII. Amendments

These Bylaws may be amended at any meeting of the Board by majority vote of the members present provided that:

- A. A quorum is present; and
- B. The amendment was stated in the notice for the meeting.

DRAFT

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Commented [AMS15]: This does not address regular meeting notices. Typically, the Library requires some advanced notice of an amendment – such as 10 days written notice or introduced at a meeting before. Also, some require amendments be made at a regular meeting.

SAMPLE JOB DESCRIPTION

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
 - A. Formulates and recommends policies to the library board
 - B. Implements library policies and procedures
 - C. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - D. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - E. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
 - F. Orients new trustees and serves as a resource for trustee activities
 - G. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - H. Directs the maintenance of the library building and grounds and recommends future space needs
 - I. Establishes and maintains a staff manual of library procedures
 - J. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment

2. Planning, Organization, and Evaluation
 - A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
 - B. Identifies the standards of excellence for all operations
 - C. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - D. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
 - E. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
 - F. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

3. Personnel Management
 - A. Develops staff job descriptions, recommends and administers personnel policies
 - B. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
 - C. Defines expectations for staff performance and sets goals for service and programming
 - D. Works to promote high staff morale
 - E. Supervises planning for optimum utilization of personnel
 - F. Provides in-service programs for employee training and development, encouraging staff input
 - G. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - H. Ensures that staff performance appraisals are done on a regular schedule
 - I. Acts as a consultant, mediator, and facilitator for staff

4. Community and Professional Development
 - A. Recommends and administers public relations programs
 - B. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - C. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - D. Serves as official representative of the library in actions that legally bind or politically influence the library

- E. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - F. Supports and facilitates the work of the Friends of the Library
 - G. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - H. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
5. Other duties as required.

DESIRED QUALIFICATIONS

1. A Master's degree in library science from an ALA accredited school
2. Professional certification in compliance with state law
3. Two years of library experience preferred, with a proven track record of successfully achieving goals in previous library experiences.
4. Thorough knowledge of the philosophy and techniques of all facets of public library service
5. Ability to think analytically and to develop new services
6. Ability to exercise initiative and independent judgment
7. Considerable knowledge of computers and data communications especially in regards to library applications
8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
9. Highly developed verbal and written communication skills, social skills, and adaptability
10. Ability to make administrative decisions, develop policies and supervise staff
11. Effective interpersonal skills consisting of creative and diplomatic management abilities
12. Demonstrated dynamic motivational leadership skills
13. Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
14. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
15. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
16. A desire to meet and serve the public

CRITICAL MENTAL REQUIREMENTS

Continuously:

- ✓ Is consistently accurate
- ✓ Uses good organizational skills at all times
- ✓ Maintains absolute confidentiality of library records and administrative matters

Frequently:

- ✓ Acts independently and assumes responsibility
- ✓ Works effectively with associates, supervisors, and customers
- ✓ Is flexible, works well under short time constraints, and meets deadlines
- ✓ Makes sound administrative decisions and judiciously interprets and applies policies.
- ✓ Interacts positively with co-workers and supervisors, and the public.

CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting

Sample Director Interview Questions

[To be utilized by the Bath Twp. Community Library and not to be shared without permission.]

Name of Candidate: _____

Agenda

- Introduction of interviewing team.
- Board Chair prompts the candidate's presentation [assumes you begin with a candidate presentation].
- Board Chair explains interview process

Work History/Experience

1. Please begin by providing the Trustees with an overview of your career and why this position, at this time in your career, is right for both Bath Twp. and for you.
2. Tell us about the one person who has influenced you the most within your career. Were they a manager or mentor? What did you learn from them? Why do you think you learned so much from them? *[Note to interviewers: consider the response in light of how you can imagine this person working with you as a member of the board. Will they need lots of hand-holding, guidance, did they apply past lessons learned, etc.]*
3. What sorts of things have you done to become better qualified in your career? [Here we're looking for evidence of self-motivation.]
4. Tell us about your fiscal management experience: budgeting, reporting, cutting costs, building and maintaining reserves.

Analytical Skills/Problem Solving

5. How do you approach the necessary task of championing an unpopular change initiative? Can you share a real example? *[If they can't provide an example, offer this scenario; suppose the library strategic planning process resulted in a recommendation to be open until midnight on Fridays and no staff member volunteered to work the shift. How would you proceed?]*

6. Please share a time when you designed a better library process. Describe what led to the realization that the process should change and how you managed its implementation. What was most difficult and most successful regarding the implementation?
7. As you consider the scope of duties and challenges inherent to this position, how do you envision spending your time during the first six months? In what ways might you rely upon others to support your successful transition?

Communication

8. *[Assuming the board has done so...]* We spoke with your references recently and we asked them about your communication style; with your peers, those you might supervise, as well as those whom you report to. What do you believe they shared with us about how you communicate?
9. When groups work together, conflict often occurs. Tell us about a time that conflict occurred in one of your work groups and what you did about it.

Flexibility/Adaptability

10. Please provide an example of a time when you had to deal with a challenging co-worker. How did you handle the situation?
11. Please provide an example of your response to a budget cut. What course of action did you take? [Follow-up question] If budget cuts were necessary, how can this board expect you to approach such a challenging task?

Leadership

12. How do you promote an *inclusive environment* among your staff?
13. When the day comes that you leave your current position, what do you think will be your legacy? How will you be remembered by your supervisor? Your staff? Your colleagues?

14. Imagine that you have been working in this capacity for one year. What will you be able to credit as key accomplishments?

Candidate Specific

15. As you consider this position, what (in your mind) would be most important for you to do early on in your tenure? [How can this board help you achieve that?]

16. What do you bring (as a candidate) that's possibly different than other candidates?

Follow Up Questions

Candidate Questions