

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, June 5, 2018; meeting called to order at 6:02pm*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd. (Ryan Fewins-Bliss absent with notice.)

(Public) Derek Barth, Alex Suarez, Kristie Reynolds

*Next meeting:* Tuesday, June 19, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda with amendment to date and acknowledgement that Shannon was absent, Theresa 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes from last meeting as adjusted, Shannon 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Ryan left financial reports with Sue; budget vs. actuals and quarterly profit and loss. Numbers are very close to anticipated budget. GOOD JOB RYAN!!! 😊 😊 😊 Lynn requests breakdown of contractual services category (even just what sub-categories are included here.)

**III. Librarian Report**

Derek states 49 new titles this week based solely on donations. Numbers seem to be down, but circulation is up. Less children seem to be frequenting computers with busy summer obligations.

#### **IV. Unfinished Business**

- a. Several items being saved for discussion after Kristie officially begins. Bylaws, policies and procedures, healthcare benefits for director & staff, library security & bonding, logo, janitorial services, advertising, moving to larger space. Janitorial services; we will check with local businesses. Sue will ask our neighbors and see who they use.
- b. Woodlands Overdrive; We want no interruption in Overdrive services. Hoping to have something worked out with Woodlands by July 1<sup>st</sup>. We need to pay for coverage until we get our penal funds in the fall. Kristie is working on this.
- c. Updates on technology: getting quotes on replacement for server, domain, as computers currently joined to domain that belongs to township. Sue mentioned this to Dan at Township. ASK is handling this. Final Quote for switch and access point with cabling attached to packet. Reduced from original quote.
- d. Re-negotiation of lease – draft from Murphy & Spagnuolo attached to packet. Some things removed and changed. Kristie had new lease looked over by mother who is real estate attorney. Suggested that under number 10, we specify who is responsible for care of outside roof, source of any leak or damage. Sue is comfortable with signing lease with board approval through vote at next meeting.
- e. Summer Reading – 3<sup>rd</sup> week in June through 2<sup>nd</sup> week in August.

#### **V. Action**

None.

#### **VI. New Business**

- a. Staff PTO; wait to discuss until Ryan is here.
- b. MLA Workshop; Ryan attended. Brought handouts.
- c. “Roll Out” plan presented.

#### **VII. Closing**

- a. Public Comment:
- b. Board Comment:
- c. Shannon moves to adjourn the meeting, Theresa 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:16 pm.