

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, July 24, 2018; 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)  
  
(Librarian) Kristie Reynolds  
  
(Public) Derek Barth, Alex Suarez, Dan Vlastic

*Next meeting:* Tuesday, August 07, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Thesesa moves to approve the agenda as amended (with the addition of CPR training discussion under New Business) Lynn 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 presented, Theresa 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Ryan is an excused absence, the financial report will come at the next meeting.

**III. Librarian Report**

Kristie has started ordering a couple of magazine subscription. Zoo day is coming up on Thursday (in cooperation with Potter Park Zoo.) Slime day and Rock Painting day both went well. Bookshelves have been ordered but are on back order. Should be in on Sept. 21<sup>st</sup>. Honey Bee story time is going well. Kristie has attended two webinars. Working on policy, may need help with FOIA and Patron Behavior sections. (Sue has example of FOIA policy from Ann Arbor Public Library that has already been vetted by Foster Swift.) Still working on architect contacts and benefits packages for director and staff as well as phone system and logo.

Kristie will skip the MLA conference this year due to another obligation but is excited about the new director's workshop.

We are a “visiting” library. This means that non-Bath residents can get library cards. We need a way to track this and we can determine at the end of the year if this is a financially responsible decision. Bath Township residents pay taxes- should the library benefits be reserved for residents? Revisit at the end of the year to decide if we want to charge non-residents for library privileges.

#### **IV. Discussion**

- a. Policy & Procedure – Draft policy presented but many changes still being made. Kristie checking on prices for faxes. She will also check on PC Cop program in the future. This allows us to send a private message to anyone publicly viewing inappropriate materials.
- b. Director roll out plan; met with township. Decent turn out. Open house coming up. We will establish a date at the next meeting.
- c. Health care benefits options; Kristie still working on this.
- d. Hiring of staff; draft job descriptions for youth services librarian and part-time library clerk. HOMEWORK: all of us should review these job postings as well as employee manual and be prepared to weigh in to Kristie before the next meeting. It would be nice to post the position after August 7<sup>th</sup> meeting. Employee manual is in the works and Kristie will email this out to us ASAP.
- e. Library open hours change. Made one open hours change. We are now open 10-4 on Saturday's. Alex's hours will go up to 24/ week from 21 in order to cover this change.
- f. MLA fall conference. Kristie cannot attend due to prior obligation, but she will discuss one of the staff attending in her place and will report back.
- g. DDA tax capture; the check has arrived. We will verify DDA records against our records with Ryan.
- h. Tech updates; replacing server and updating domain. We have a worker assigned, just awaiting installation.
- i. Re-negotiation of lease; review ongoing.

#### **V. Action**

- a. Library Clerk salary; draft presented. Eventually, 2 full time employees, director non-exempt and other full-time position would be exempt. Lynn moves to accept wage scale for part-time employee Alex, Shannon 2<sup>nd</sup>, all in favor. This will move Alex up in salary due to his experience and degree. We will review this scale going forward for future employees. Proposed benefit package presented. Ryan will need to run numbers if we wanted to offer part-time health insurance benefits. Kristie will discuss this with Ryan. HOMEWORK: review benefit package and put on agenda for next meeting. We need to figure out a 401K vendor too.

## **VI. New Business**

- a. CPR / AED / First Aid class? AED – insurance liability? Mental Health First Aid, this may be something Woodlands could offer???. add to unfinished business for next meeting. Kristie and I will do some follow-up research and report back.

## **VII. Closing**

- a. Public Comment: Alex says thank you for approving the new wage scale! Derek likes the CPR training idea.
- b. Board Comment:
  - Kristie: We have a Woodlands contract! Kristie is working on a hospitality committee for MLA, there will be a presentation / full day conference. Forward info to anyone who may be interested.
  - Shannon: We need notary services. Kristie will check on this.
- c. Theresa moves to adjourn the meeting, Lynn 2<sup>nd</sup>, all in favor.

Meeting adjourned at 8:00 pm.

(Only one meeting scheduled for August- August 7<sup>th</sup>.)