

Bath Township Public Library
Meeting Minutes

Tuesday, December 4, 2018

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd,
Ryan Fewins-Bliss (absent with notice, participating via SKYPE)
(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer
(Public) Deb Mercer

Next meeting: Regular Meeting: Tuesday January 15, 2019 @ 6:00pm.

I. Regular Business

- a. Meeting called to order at 6:08pm.
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda as amended (addition re: 2018 budget), Shannon 2nd, all in favor.
- d. Public comment on agenda items: Deb Mercer, explained upset over donor board being moved from front lobby.
- e. Disclosures of conflict of interest: none.
- f. Theresa moves to approve the minutes from 11/6 as presented, Lynn 2nd, all in favor.

II. Financial Report

Attached. Oct 31st Financial Report. Over in a couple specific line items, but way under in overall spending. Ryan suggests that we boost Contractual Services up to \$32,000 and Technology to \$27,000, Travel to \$1,500, Office Supplies to \$8,500. \$43,500 change.

Take Legal down to \$2,000 from \$20,000. Insurance down to \$3,000 from \$8,000. Subscriptions down to \$500 from \$19,000, and payroll down to \$86,375 down from \$88,375.

In total, this is \$43,500 balances additions for specific line items above. Lynn moves to accept, Ken 2nd, all in favor.

III. Librarian Report

Attached. Additionally, Casey is no longer with us. We are currently hiring to replace him. Anne states that it would be cheaper for her to write our policies and employee manual than to correct ours.

IV. Discussion

- a. Budget; Attached. If we want Anne to write policies, \$4-\$6k, then we should consider a buffer to cover that - \$7,000. Ryan suggests one more look at the budget to squeeze more aggressive savings toward future moving expenses. Sue suggests changing donation amount to \$5,000 instead of \$1,000, saving us \$4,000. Kristie Suggests dropping the Collection Development category down to \$34,200- these two changes will make our carry forward to \$19,450. Lynn moves to adopt 2019 budget with these changes, Ryan 2nd, all in favor. Kristie will forward budget with amendments to trustees.
- b. Benefits Package; Attached. Benefits begin on Feb. 1, 2019. Shannon moves to begin health benefits and retirement benefits as proposed for two full time employees on 2/1/2019. Theresa 2nd, all in favor. Lynn moves to provide \$500 / month for two full time employees starting at time of employment and ending Feb. 1st at commencement of paid benefits as voted on above, as replacement for benefits that took a long time to enact. Ken 2nd, all in favor.
- c. Policy & Employee Manual; As stated above, attorney Anne suggests that she re-write policy manual and employee manual as a cost savings measure, as her review and corrections of the policies Kristie created would cost more than a complete re-write. Shannon moves that we empower Kristie to hire Anne to complete both policy manuals at a cost below \$6,000. Ken 2nd, all in favor. Kristie will talk to Anne about adding a bid policy as well (how we evaluate and accept or deny bids.)
- d. Audit; Ryan has a list of audit firms to send a Request for Proposal (RFP) to. Audit firms will pitch a proposal to us based on that request. Ryan will send those letters out, and we will discuss responses at January meeting.

V. New Business

- a. Annual Vote for Officers; Lynn moves to keep officers as they are, Ken 2nd, all in favor.
- b. Strategic Planning Workshop; we need to plan a strategic planning meeting for this winter. Kristie, Ryan and Sue all have some resources that they will check into for meeting facilitators. Keep on agenda for January.

VI. Closing

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

Meeting adjourned at 7:36pm.