

## **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, JANUARY 15, 2020 – 6 P.M.**

1. Call to Order.
2. Moment of 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. Financial Report – Treasurer & Director
8. Director & Youth Services Reports
9. Unfinished Business - Items for Discussion
  - a. Bylaws
    - i. Article IV, Section 7 Treasurer – with new resolution can we finish bylaw updates? Attorney opinion.
  - b. Strategic Planning
    - i. The move – meeting with Daryl Kesler
      1. Renovation & move expenses
      2. Ongoing lease expense
    - ii. Donors – See potential letter from Sue to warm up our long-term supporters and let them know about the move.
    - iii. Library Information in surrounding public areas
10. New Business - Items for Discussion
  - a. Election of officers for 2020
11. Items for Action
12. Public Comment – Limited to 3 minutes
13. Board Member Comments
14. Adjournment

**Reminder: Next Meeting is February 19, 2020, 6 p.m.**

**Bath Township Public Library**  
Meeting Minutes

*Wednesday, December 18, 2019*

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

(Library Director & staff) Kristie Reynolds

Public:

*Next meeting:* Wednesday January 15, 2019 @ 6:00pm

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**I. Regular Business**

- a. Meeting called to order at 6:05pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as presented, Lynn 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes as presented, Ken 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Attached.

- a. FY2019 budget: Likely 50k-60k surplus going into the new year. Lynn moves to accept treasurer's report as presented, Ken 2<sup>nd</sup>, all in favor.
- b. Budget Adjustment: Kristie requests that we take \$1,000 out of technology, and put \$500 of that into the insurance category (currently over budget due to increase in employees since original budget was drafted) and \$500 into contractual services to create larger buffer. Overall way under budget! Shannon moves to take \$1,000 out of technology and put \$500 of that into insurance and the other \$500 into contractual services. Ryan 2<sup>nd</sup>, all in favor.
- c. Bath Township Finance Resolution: Resolution presented by Ryan to provide for collection and disbursement of library millage funds by Bath Township at a cost of a 1% administrative fee per year. This will bring the library into compliance with state law going forward. This cost to the library will be roughly \$3,000 per year but will vary based on millage funds. Ryan moves to accept resolution as presented, Lynn 2<sup>nd</sup>.

### **III. Director's & Youth Services Reports**

Both reports attached. Kristie is adding PC Cop by Envisionware to help with the issue of some inappropriate / disruptive youth patrons. Joana is back from Medical Leave (welcome back Joana!)

### **IV. Unfinished Business**

- a. Bylaws; Kristie will send adopted resolution mentioned above to attorney to see how this resolution affects our current bylaws.
- b. Location move; discussion of future direction options.
- c. Strategic Planning Workshop;
  - 1. Donors; Sue and Ryan are working on this; table until January.
  - 2. The Move; Ryan and Kristie met with Darryl Kessler; this was initial meeting and we will need to meet with him again as no negotiating took place. Lynn and Theresa estimate that moving expenditures alone will cost us about \$80,000.
  - 3. Library info in surrounding public areas; table until January.
- d. Employee Handbook; Vetted by attorney. Ken moves to approve employee handbook for use beginning next year. Theresa 2<sup>nd</sup>, all in favor.

## **V. New Business – Items for Discussion**

- a. Meeting Schedule 2020; keeping current schedule. 3<sup>rd</sup> Wednesday of the month. Next meeting January 15<sup>th</sup>. Shannon moves to keep our current meeting schedule for 2020; 3<sup>rd</sup> Wednesday at 6:00, Ken 2<sup>nd</sup>, all in favor.

## **VI. Items for Action:**

- a. None.

## **VII. Closing**

- a. Public Comment: None.
- b. Board Comment: Lynn will not be at January meeting but hopes to be here in February.
- c. Ryan moves to adjourn the meeting, Ken 2<sup>nd</sup>, all in favor.

Meeting adjourned at 8:00pm

## Directors Report – 1/15/20

- Legal & Professional
- Staffing
  - We interviewed three highly qualified candidates for the open part-time position and hired Shae Stoddard To start the week of January 6.
- Scheduling
  - We started a new winter schedule
- Upcoming Programs
  - December was full of well attended programs: the wreath making program and reindeer visit were just two
- Community outreach
  - We worked with people from the DDA and the Methodist Church to host the Reindeer and the lighting of the Christmas Tree
- Technology
  - Increase our collection of hotspots by 5
  - Added Launch pads to the collection
- Policy
  -
- Continuing Education
  - I attended the Rural Leadership Academy session 2 in Frankenmuth
  - We held our Staff Christmas Party at Jimmy’s Pub
  - I attended the Advisory Meeting for Woodlands Cooperative
- Projects
- Statistics

October	2018	2019	Difference	% Difference
Visit	771	1065	Up 294	38%
Items Checked out	836	1266	Up 430	51%
Computer Use	167	199	Up 32	19%
New Cards	36	17	Down 19	-53%
Program Attendance	317	478	Up 166	53%
Story Time Attendance	11	*21	Up 10	90%

*\*December’s stats reflect program cancellations due to illness and holiday break: Storytime was held only twice instead of the normal 4 times per month, which makes the story time average of children per activity increase to about 280% , which is noteworthy.*

# Youth Services December 2019 Report

## **Programs**

December had 12 youth programs with total attendance of 456.

## **Teen Volunteers**

Teens put in 14 hours of volunteer time, helping with craft prep, shelf reading, and pulling books to be reviewed for weeding.

## **Marketing/Adult Programming**

The Wreath Making Workshop was successful again this year with 22 attendees. This program attracts participants who are normally unaware of the library and its services. We gained one new card signup from that program.

The majority of December was spent arranging the January – April programming, helping with the selection of the new assistant and creating the Winter brochure.

January xx, 2020

Hi xxx,

Because you've been a generous contributor and supporter of the library in Bath, I thought this would be a good time to reach out to you with an update as we continue to have great news to share.

As you know, the result of the passage of a millage to establish the library in November of 2017, our first library board was appointed. Those seats will be up for election in November of 2020; going forward elections will be in the same cycle as Presidential elections. At least one of our board members plans to step down to take advantage of more family time – if you are interested in running or know someone who might be, I encourage you or them to look into it further.

The library employs two full-time staff members, Kristie Reynolds, our director and Carrie Fraser, our youth librarian. We have several part time staff and volunteers, including a retired librarian and another librarian with a master's in library science. The professional staff serving the Bath community is something we can all be proud of.

Facilities is something most of our patrons ask questions about – “We love our library but wish it was bigger! What's next?” We have an answer to that question now. In our board meeting on January xx, we approved a 15-year lease with Daryl Kesler and expect to move from our current 2,200 square feet into the 6,000 square feet behind BS&A Software's training center. If all goes well, this will be before the kick off of our Summer Reading program!

A variety of citizens have toured the location with us as part of two of our regular board meetings and it's been a joy to see everyone's imagination piqued by the possibilities! The board has spent a lot of time weighing all the options for providing the best possible service to the community and we feel that maintaining a location that's so close to the schools and the walkable part of town is critical.

There will be more volunteer opportunities coming up as we put finishing touches on the interior, move the existing collection and add new features – like more study areas and a new conference room. The conference room will be used for board meetings and be available for community groups to rent. We'll keep you all in the loop in case there's something you're specifically interested in supporting. There will be opportunities to assist in the purchase of new furniture items with name plates dedicated to a donor, or in memorial. And if you really love painting, you can make your mark when we have our painting party!

Most important to remember, however, is the gratitude the library team has for the support you've already shown. This library belongs to all of us, but your support was critical.

Best wishes in this new year for health and happiness.

Sincerely,

Sue Garrity – Bath Township Public Library Board President

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