

Bath Township Public Library Board of Trustees

Sue Garrity - President
Lynn Bergen - Treasurer
Larry Fewins-Bliss

Theresa Kidd – Vice President
Audrey Barton - Secretary
Ken Jensen

AGENDA, JANUARY 20, 2021 – 6 P.M.

Keynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting. Topic: Library Board of Trustees Meeting Time: Jan 20, 2021 06:00 PM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system. Monthly:
https://woodlands.zoom.us/meeting/tJcrcO-sqz4jHdwhSrKNzo4-t2Us-QwMeYd7/ics?icsToken=98tyKuCrqDwsHtGQuR6PRowqBl_CM-jwmCvEgqdKlCz3CA5JbVe7lrB3lf9OB_XV

Join Zoom Meeting

<https://woodlands.zoom.us/j/93676455978?pwd=V3d2T0tUdGlnSEZ0ZkRKUEhhQXBYUT09>

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 (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is February 17, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, December 16, 2020 (Remote Meeting via Zoom)

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Theresa Kidd, Larry Fewins-Biss, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Absent: Theresa Kidd

Public Present: none

Next meeting: Wednesday January 20, 2021 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Ken moves to approve the agenda, Larry 2nd, all in favor.
- d. Public comments: none
- e. Disclosures of conflict of interest: none
- f. Audrey moves to approve the minutes. Lynn 2nd, all in favor.

II. Financial Report

Attached "Budget vs. Actuals: Budget FY 2020". Kristie explains some discrepancies, mainly due to the move, and the pandemic. The budget is negative overall, but it's a planned negative, which is intentional. This is documented appropriately and approved by the auditor. This is in alignment with what the Board expected, with careful oversight by Kristie and Lynn. It looks good!

Ken moves to approve the budget adjustments. Larry 2nds, all in favor.
(This is reiterated later in IV. Unfinished Business, a.)

Attached "Budget vs. Actuals FY2021". Kristie discusses the work that went into this budget – a team effort! Kristie requests moving \$8,000 into Capital Expenses to cover the cost of additional bookshelves. This will result in an overage of approximately \$35K – a cushion for next year. Discussion and comparison of the 2020 budget and the 2021 budget ensues – major changes include a higher Consumers Energy bill, lower payroll costs, and a reduced programming allowance. Grant money is anticipated, but not reflected here. The expectation is that hours of

operation and programming will remain somewhat reduced in the coming year, due to Covid-19.

Ken moves to accept the proposed budget for 2021, with adjustments. Lynn 2nds, all in favor.
(This is reiterated later in IV. Unfinished Business, b.)

III. Director Report / Youth Services Report

Attached. It was a crazy (“a good crazy”) month. Jana was hired as our new Programming Librarian. She is already making good headway, developing greater internet presence and make-and-take holiday packages. The library is now open for in-person appointments, and the staff is feeling much more settled in the new space. Added 2 new phones and 2 new computers, expected to arrive in January. The Circulation Desk has been installed! Extra furniture has sold well so far, and proceeds are classified as donations. The donation campaign mailer has gone to print. Melissa Eggleston came in for mural measurements and is on track to be unveiled in June 2021 (Summer Reading Kick-Off).

Good changes coming to the virtual story time, allowing for greater accessibility. Donation mailers are poised to go out in the post! Looking forward to patrons coming in to tour the new space, as well as new offerings.

IV. Unfinished Business

- a. Vote to Accept 2020 Budget Modifications (*as discussed above in the Financial Report*)
Ken moves to approve the budget adjustments. Larry 2nds, all in favor.
- b. Vote to Accept the 2021 Budget (*as discussed above in the Financial Report*)
Ken moves to accept the proposed 2021 budget, with adjustments. Lynn 2nds, all in favor.

V. New Business – Items for Discussion

- a. Selection of new officers for 2021
Discussion ensues, detailing Sue’s hopes for new leadership in the coming years, and Audrey offering to take on the martyr’s mantle of Secretary (with ample help and guidance offered). The group decides to vote on new officers, even though Theresa isn’t present.

Sue Garrity – President
Theresa Kidd – Vice President
Lynn Bergen - Treasurer
Audrey Barton – Secretary

- b. Set calendar for 2021 meetings
Planned for 3rd Wednesday of each month, as noted in the packet.
Larry moves to approve, Ken 2nd.

VI. Items for Action

- a. Vote to approve slate of new officers for 2021
Larry moves to approve the slate of 2021 officers, with Ken 2nd.
- b. Vote to approve meeting schedule
Larry moves to approve, Ken 2nd.

VII. Closing

- a. Public Comment: none
- b. Board Member Comment: Holiday Pleasantries all around! Kristie looks forward to the new dynamic with Larry and Audrey joining the board.
- c. Nobody moves to adjourn the meeting... !

Meeting adjourned at approximately 6:43pm (not stated in recording)

Treasurer's Report January 20, 2021

December 31, 2020 - End of year balances:

MSUFCU Savings \$79,963.42

MSUFCU Checking \$36,152.31

Treasurer's Notes:

*I verified all December expenses using Kristie's reconciliation report and MSUFCU statement.

*At end of year we have approximately \$80,000 in savings and \$36,000 in checking.

*Kristie has done a fabulous job getting checks and payments cleared by December 31, 2020.

*We anticipate our books will be audited in February and last year that expense was about \$6,000.

*An infusion of tax revenue is expected soon per Bath Township treasurer.

Bath Township Public Library

BUDGET VS. ACTUALS: BUDGET FY 2020 - FY20 P&L

January - December 2020

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
4000 Donation	2,751.61	2,500.00	251.61	-251.61	110.06 %	-10.06 %
4100 Grant Income	9,814.53	5,000.00	4,814.53	-4,814.53	196.29 %	-96.29 %
4200 State Aid	9,285.22	4,600.00	4,685.22	-4,685.22	201.85 %	-101.85 %
4300 Tax Revenue	292,433.42	298,000.00	-5,566.58	5,566.58	98.13 %	1.87 %
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	12,571.33	79.05 %	20.95 %
4600 Service Fees	454.46	1,200.00	-745.54	745.54	37.87 %	62.13 %
4700 Interest	101.30	45.00	56.30	-56.30	225.11 %	-125.11 %
4710 Dividend	48.00		48.00	-48.00		
4910 Miscellaneous		200.00	-200.00	200.00		100.00 %
Total Income	\$362,317.21	\$371,545.00	\$ -9,227.79	\$9,227.79	97.52 %	2.48 %
GROSS PROFIT	\$362,317.21	\$371,545.00	\$ -9,227.79	\$9,227.79	97.52 %	2.48 %
Expenses						
6000 Capital Expenses	63,206.34	65,000.00	-1,793.66	1,793.66	97.24 %	2.76 %
6010 Collection Acquisitions	33,126.31	33,450.00	-323.69	323.69	99.03 %	0.97 %
6020 Library Programming	7,304.60	8,000.00	-695.40	695.40	91.31 %	8.69 %
6030 Miscellaneous Expense	7,984.00	8,000.00	-16.00	16.00	99.80 %	0.20 %
6200 Advertising & Marketing	7,605.31	8,150.00	-544.69	544.69	93.32 %	6.68 %
6310 Contractual Services	26,270.31	33,000.00	-6,729.69	6,729.69	79.61 %	20.39 %
6320 Legal & Professional Services	2,783.00	3,500.00	-717.00	717.00	79.51 %	20.49 %
6400 Payroll	125,498.08	122,000.00	3,498.08	-3,498.08	102.87 %	-2.87 %
6410 Payroll Taxes/Benefits	15,824.63	16,000.00	-175.37	175.37	98.90 %	1.10 %
6430 Benefits	16,032.98	16,500.00	-467.02	467.02	97.17 %	2.83 %
6500 Bank Charges & Fees	104.47	250.00	-145.53	145.53	41.79 %	58.21 %
6510 Insurance	3,916.00	4,000.00	-84.00	84.00	97.90 %	2.10 %
6540 Membership	5,300.61	5,920.00	-619.39	619.39	89.54 %	10.46 %
6550 Office Supplies & Software	4,263.01	6,000.00	-1,736.99	1,736.99	71.05 %	28.95 %
6560 Professional Development	1,110.37	3,000.00	-1,889.63	1,889.63	37.01 %	62.99 %
6580 Rent & Lease	84,493.02	79,500.00	4,993.02	-4,993.02	106.28 %	-6.28 %
6590 Repairs & Maintenance	12,900.27	13,200.00	-299.73	299.73	97.73 %	2.27 %
6620 Technology	19,162.42	22,500.00	-3,337.58	3,337.58	85.17 %	14.83 %
6630 Travel	1,870.61	2,500.00	-629.39	629.39	74.82 %	25.18 %
6640 Utilities & Internet	7,069.85	7,500.00	-430.15	430.15	94.26 %	5.74 %
Total Expenses	\$445,826.19	\$457,970.00	\$ -12,143.81	\$12,143.81	97.35 %	2.65 %
NET OPERATING INCOME	\$ -83,508.98	\$ -86,425.00	\$2,916.02	\$ -2,916.02	96.63 %	3.37 %
NET INCOME	\$ -83,508.98	\$ -86,425.00	\$2,916.02	\$ -2,916.02	96.63 %	3.37 %

Directors Report

- Legal & Professional
 -
- Staffing
 - We hired Jana Slisher as the Programming Librarian to start on December 1.
- Scheduling
 - We kept the schedule the same except for being closed for Christmas Eve, Christmas Day, and New Year's Eve.
 - We did open for appointment only tours and browsing for the public starting December 15, with 4 appointments available a day. Also, we are open for computer appointments.
 - We are adding Friday hours next year.
- Upcoming Programs
 - We are continuing to hold Storytimes
 - We have two passive programs currently, a make and with a Jan Brett theme and give a book review for a coupon to the Bath Village Diner.
- Community outreach
 - Met with Melissa Eggleston about the mural
- Technology
 - Added two new computers for staff.
 - Added two new phones for staff.
 - Met with Ed Pryor to talk about cybersecurity.
- Policy
 -
- Continuing Education
 -
- Projects
 - Putting finishing touches on the library
 - Installed plaque.
 - Creating a recognition plaque for the people who started the Library Center.
 - Looking at pianos
 - Starting a youtube channel and increasing programming,
- Statistics

December	2020
Visit	9
Calls	131
Computer Use	2
New Members	22
Card Renewals	24
In Person Program Attendance	0

Passive Program Attendance	20
Virtual Storytime Attendance	2
Items Checked Out	603
Wireless Use	67
Hoopla Use	110
Libby Use	217

Youth Services/Marketing Report – December 2020

Storytime

I have relegated Storytimes to Jana.

Meetings/Conferences

All meetings and conferences have been moved to virtual, December meetings:

MI Youth and Teen meeting, MI PR Group meeting, and Pro Series with Laila Ali

Marketing

Mailing

The second direct mailing went out in December. This mailing was the donation postcard. The Friends of the Library paid for the cost. Donations to date have exceeded both mailing costs.

Promotions/Passive Programs for January

Mi Winter Quest – Mystery Edition

The Bath Library has joined 126 libraries across the state for a virtual teen scavenger hunt. Teens download the Mystery Edition and gather clues from library websites to figure out “whodunit” to win a prize.

Book Reviews for Bath Village Diner Coupons

Using the remaining purchased coupons from SRP we are awarding coupons in exchange.

for short book review.