

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, August 23, 2022*

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

*Public Present:* none

*Next meeting: Wednesday, September 21, 2022 @6:00 pm*

### **I. Regular Business**

- a. Meeting called to order at 6:01 pm
- b. Moment of civic reflection.
- c. Larry **motions** to approve the agenda as amended, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Theresa supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in the August meeting packet. A positive report, with no concerns from the Treasurer or Director. Penal fines arrived in late August, coming in approximately \$5,000 more than expected. As Carrie Johnson settles into her role as a bookkeeper, Kristie is guiding her to fine-tune her reports and their presentation to the Board.

Audrey **motions** to accept the financial report, and Sue supports it, all in favor.

### **III. Director Report**

Please see the full Director's Report in the August meeting packet. July was a busy month at BTPL! Statistics show a huge increase in patron visits to the library, borrowed materials, and virtual interaction. Summer programming is wrapping up as the new school year begins. Kristie and the staff continue to work with the local school and the Safe Routes to School project. Kristie continues to work with the MLA and connect with local organizations, like the library in Laingsburg.

### **IV. Unfinished Business – Items for Discussion**

- a. Strategic Planning – Next Steps: The survey is live! The library and Board hope for much more input from the community. It has been shared with patrons, at various community events, and at the Senior Center. The survey will remain active into mid-September.
- b. Ongoing discussion of staff compensation options: Discussion of upcoming state-wide minimum wage increase, expected to begin in February 2023. Kristie continues to hone library expenses, supporting her staff and community and seeking the best services, hours of operation, technology, and programming.

#### **V. Unfinished Business – Items for Action**

- a.

#### **VI. New Business - Items for Discussion**

- a. Federal Holidays: Currently, BTPL does not close for MLK Jr Day, Presidents' Day, or Veterans' Day. Surrounding area libraries and schools tend to be closed on these days. Theresa **motions** to add these three Federal Holidays to the list of days that BTPL is closed. Lynn supports, all in favor.
- b. Discussion of Staff Benefits: Currently, BTPL offers 3 weeks PTO. A new law will require changes to the amount of sick time offered. Kristie will seek clarification about this new law and is considering splitting PTO and sick time to find a good balance. Her current thought is to offer two weeks of each, with increases based on seniority/longevity. Kristie continues to investigate health care options, seeking the right plan and matching funds.
- c. Facility plumbing of public restrooms: After weeks of repeatedly clogged toilets and a leaky sink, Kristie asked a plumber to investigate plumbing issues. The plumber says the Mansfield toilets are known issues and are not typically used in public settings due to this issue. He recommended Kohler fixtures. Three require replacement. The next steps include seeking a second opinion and quotes and approaching the building landlords about possible discounts at the time of purchase. Kristie and the Board also shared concerns about the recent flood, likely caused by a rainstorm roof leak and the HVAC system requiring maintenance. This is the fourth water issue. Sue **motions** to authorize Kristie to spend up to \$3000 from savings to replace the toilets. Ken seconds, all in favor.

#### **VII. Items for Action**

- a. .

#### **VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: Kristie mentions that the process of moving/changing staff emails has taken longer than anticipated. The Board had already approved the expense for this year, but it may not happen until 2023. Sue suggests that we wait a while longer and see, rather than changing the approved funds now. Lynn suggests that the Board hadn't included a deadline for the expense. Kristie will persevere and push for more responses from Ed at ASK.

c. Audrey **motions** to adjourn the meeting at 7:18. Larry seconds, all in

favor. (Minutes recorded by Audrey Barton, Secretary)