

Bath Township Public Library Board of Trustees

Sue Garrity, President
Lynn Bergen, Treasurer
Ryan Fewins-Bliss

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, SEPTEMBER 16, 2020 – 6 P.M.

kreynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Sep 16, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://woodlands.zoom.us/j/5295001923?pwd=Vm9kbkd0c4WEZRRGFoWU1YbktQdz09>

Meeting ID: 529 500 1923

Passcode: 951848

One tap mobile

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Meeting ID: 529 500 1923

Passcode: 951848

Find your local number: <https://woodlands.zoom.us/j/5295001923>

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 (attachment)
8. Director & Youth Services Reports (attachment)
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning
 - i. The move – lease signed and tentative move date set
 - b. Need for Policies identified by 2019 Audit
 - i. Fraud Risk Management Program (attached FYI)
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Bath Township property potentially being sold to East Lansing (likely to be address when we can get Jack Phillips into the meeting)

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12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is October 21, 2020, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, August 19, 2020 (Remote Meeting via Zoom)

Present: (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlastic,
Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds
Public: Audrey Barton

Next meeting: Wednesday September 16, 2020 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as presented, Ken 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Shannon moves to approve the minutes as adjusted, Theresa 2nd, all in favor.

II. Financial Report

Attached. Treasurers report, Lynn went through everything and everything is good. Spending through July (58% of budget year) is under revenue. Lease increasing \$36,000 / year and we will have an additional \$9,000 for the three months this year. New lease amount is roughly \$3,800 / month. May need a brief budget workshop around October to discuss Kristie's proposal for 2021 budget. We can adjust FY2020 budget at each meeting. Discuss further at October meeting. We should do our best to have this cleaned up by the time Shannon and Ryan leave. We have Sept, Oct., and Nov. (18th) meetings to get this done. Ryan moves to approve financial report, Ken 2nd, all in favor.

III. Director's & Youth Services Reports

Attached. Scheduling going well. Summer reading program is winding down. Received a \$1,000 grant for board gaming. Carrie putting together "no touch" gifts for community outreach. Received \$3,500 grant for PPE (\$500) and digital inclusion; ex: hotspots, tablets, laptops, kindle fires (\$3,000.) Working on packing for the move! Yay!

IV. Unfinished Business

- a. Strategic Planning;

- i. The move; lease was signed. Move-in date will be in October.
 - ii. Donors; Kristie is going to run some things by the Friends group for fundraising ideas. Figuring out how to do a tour / open house. Virtual?
 - iii. Library info in surrounding public areas;
- b. Policies;
 - i. Fraud Risk Management Policy; review at a later date.

V. New Business – Items for Discussion

- a. None.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Member Comment: Theresa; Read local article about libraries being source of wireless connection. We were listed in article. Ryan; We should start discussing the move publicly so community is aware.
- c. Shannon moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 6:49pm

Bath Township Public Library
Budget vs. Actuals: Budget FY 2020 - FY20 P&L
 January - December 2020

	Total				
	Actual	Budget	over Budget	Remaining	% of Budget
Income					
4000 Donation	380.95	2,500.00	-2,119.05	2,119.05	15.24%
4100 Grant Income	2,000.00	5,000.00	-3,000.00	3,000.00	40.00%
4200 State Aid	9,285.22	4,600.00	4,685.22	-4,685.22	201.85%
4300 Tax Revenue	289,652.89	298,000.00	-8,347.11	8,347.11	97.20%
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	12,571.33	79.05%
4600 Service Fees	394.76	1,200.00	-805.24	805.24	32.90%
4700 Interest	82.76	45.00	37.76	-37.76	183.91%
4710 Dividend	48.00		48.00	-48.00	
4910 Miscellaneous		200.00	-200.00	200.00	0.00%
Total Income	\$ 349,273.25	\$ 371,545.00	-\$ 22,271.75	\$ 22,271.75	94.01%
Gross Profit	\$ 349,273.25	\$ 371,545.00	-\$ 22,271.75	\$ 22,271.75	94.01%
Expenses					
6000 Capital Expenses	11,395.29	3,000.00	8,395.29	-8,395.29	379.84%
6010 Collection Acquisitions	22,842.70	31,450.00	-8,607.30	8,607.30	72.63%
6020 Library Programming	6,579.79	13,000.00	-6,420.21	6,420.21	50.61%
6030 Miscellaneous Expense		2,000.00	-2,000.00	2,000.00	0.00%
6200 Advertising & Marketing	5,155.92	8,150.00	-2,994.08	2,994.08	63.26%
6310 Contractual Services	18,229.06	33,000.00	-14,770.94	14,770.94	55.24%
6320 Legal & Professional Services	1,200.00	7,000.00	-5,800.00	5,800.00	17.14%
6400 Payroll	83,436.09	144,000.00	-60,563.91	60,563.91	57.94%
6410 Payroll Taxes/Benefits	11,034.21	19,000.00	-7,965.79	7,965.79	58.07%
6430 Benefits	10,427.74	16,000.00	-5,572.26	5,572.26	65.17%
6500 Bank Charges & Fees	35.95	250.00	-214.05	214.05	14.38%
6510 Insurance	525.00	4,000.00	-3,475.00	3,475.00	13.13%
6540 Membership	5,673.61	8,420.00	-2,746.39	2,746.39	67.38%
6550 Office Supplies & Software	2,936.29	9,000.00	-6,063.71	6,063.71	32.63%
6560 Professional Development	447.00	4,000.00	-3,553.00	3,553.00	11.18%
6580 Rent & Lease	7,132.46	11,000.00	-3,867.54	3,867.54	64.84%
6590 Repairs & Maintenance	66,654.63	10,700.00	55,954.63	-55,954.63	622.94%
6620 Technology	2,266.29	10,500.00	-8,233.71	8,233.71	21.58%
6630 Travel	1,769.47	6,000.00	-4,230.53	4,230.53	29.49%
6640 Utilities & Internet	4,959.53	7,500.00	-2,540.47	2,540.47	66.13%
Total Expenses	\$ 262,701.03	\$ 347,970.00	-\$ 85,268.97	\$ 85,268.97	75.50%
Net Operating Income	\$ 86,572.22	\$ 23,575.00	\$ 62,997.22	-\$62,997.22	367.22%
Net Income	\$ 86,572.22	\$ 23,575.00	\$ 62,997.22	-\$62,997.22	367.22%

Directors Report

- Legal & Professional
 - Spoke with Anne Seuryneck about the Fraud policy
 - Spoke with Anne Seuryneck about creating a business continuity plan.
- Staffing
 - I changed Joana's status from Maternity leave to unemployed.
- Scheduling
 - No changes
- Upcoming Programs
 - We finished Summer Reading
 - We will hold our first zoom gaming program
- Community outreach
- Technology
 - Spoke with ASK about data drops and modems in the new place
- Policy
 - Fraud Policy was resubmitted for corrections
 - Started working on the Business Continuity plan
- Continuing Education
 - Attending several zoom meetings about reopening the library
- Projects
 - Working on the move.
 - Starting to pack up the library in preparation for the move
- Statistics
 - Wireless use: 90
 - Hoopla use: 136
 - Libby use: 316
 - Reference calls: 135
 - Program attendance: 7
 - New Patrons: 12
 - Patron pickup/copies 88
 - Circulation: 603

Youth Services August 2020 Report

Summer Reading

Due to the pandemic 2020 Summer Reading was redesigned to offer an online option and a more traditional version. The traditional version allowed patrons to print off logs, or contact us to print for curbside pickup.

The number of participants was lower than last year. Most libraries were reporting summer reading numbers at about an 80% drop. Final numbers per level were:

Children's 0-K	10
Children's 1-5 grade	7
Teen	4
Adults	14

Meetings/Conferences

All meetings and conferences have been moved to virtual, during August I attended:

- Early Childhood Literacy Coalition meeting
- MI Youth and Teen monthly meeting
- MI Youth Quest Summer Recap and Planning meetings
- PLOUD Drop in weekly meetings
- Stories, Songs and Stretches month long workshop
- Graphic Novel Panel meeting
- Hootsuite Social Trends meeting

Marketing

During August I ordered items to create 250 COVID care bag giveaway for patrons. The bags will contain a facemask, a touch-free keychain device, and a hand sanitizer on a carabiner. At this time, we are thinking we will give these bags away at the new location grand opening.

Bath Township Public Library

FRAUD PREVENTION POLICY

Section I- Overview

This policy is designed to promote a healthy and ethical culture in the Bath Public Township Library (the “Library”) for the benefit of both employees and patrons This policy addresses all aspects of fraud and corruption prevention, detection, and investigation for the Library Board of Trustees. For the employee, the policy reinforces the requirement that all staff act ethically in the performance of their duties and specifies controls and procedures intended to identify, reduce, and ultimately eliminate the Library’s board and staff of exposure to potential losses from error, fraud, or corruption.

Section II Policy Statement

The purpose of this policy is to provide the formal, written stance of the Bath Township Public Library Board of Trustees (the “Library Board”)on fraud and corruption and to provide a clear procedure for a consistent, transparent, and accountable approach to issues of corruption and fraud as they may arise from time to time. Additionally, this policy is meant to provide measures to both prevent fraud and corruption and to identify it readily if it should occur.

Section III Fraud Prevention Committee

The Library Board shall create a Fraud Prevention Committee (“Committee”) made up of the Library Director and two Board Members. Any Committee member who is implicated in fraud or has a conflicting relationship with an accused perpetrator of fraud (e.g. spouse, child, sibling, partner, close friendship) must be recused from the investigation and a replacement must be chosen by the remaining committee members. The Committee shall meet routinely to conduct Risk Assessment Reviews, analyze potential threats, implement practical policies for reducing fraud, and to respond to fraud when it occurs. The Committee may propose amendments to this policy to be considered by the Bath Township Library Board. Changes may be proposed at any time or after a Risk Assessment Review.

The Committee shall issue a quarterly report presented to the Library Board offering best practices and making all employees aware of any active, ongoing, or recently concluded investigations.

Section IV Fraud and Corruption Risk Assessment Reviews

The Committee will conduct Fraud and Corruption Risk Assessment Reviews (“Reviews”) to establish the Library’s risk profile and to provide management with information to deal with fraud and corruption in a cost-effective way. At a minimum, the Risk Assessment Reviews must address both internal and external fraud and corruption risks (i.e. both employee and customer/patron fraud), and the potential for collusion from the dual perspectives of employee-employee and patron-employee. The Review shall also consider the sufficiency of internal financial controls. The Committee Library will conduct Risk Assessment Reviews annually, but more frequently as required. The Committee shall solicit input from all employees and welcome feedback from patrons as it is offered. Following each review, the Committee shall generate a report which will

Commented [AMS1]: Does this work. The title of the section was Fraud Prevention Committee but I agree that you change makes it more clear. Then, since we have defined the term, the “C” Committee can be used.

Commented [KR2R1]: Yes, it does.

be kept on file. The report shall be reviewed prior to the next official [R](#)review. ~~Any P~~proposed policy changes or amendments ~~may shall~~ be supported by findings contained in the previous review.

Section V Internal Financial Control

The Library shall maintain internal financial and management controls which require employees to the following standards of practice. These controls include, but are not limited to, the following:

- Fraud-conscious hiring practices, including reference checks and verification of educational qualifications
- Segregation of financial duties and division of access point
- Routine inventory accounting
- Security of records, information systems, and cybersecurity
- Routine review of risk and risk management strategies
- Supervision and internal checks
- Consistency in training and chain-of-command
- Budget review and assessment

Section VI Internal Audits

Internal audits shall be implemented and shall include both routine and random audits intended to test compliance and the effectiveness of policies herein and hereafter implemented. The results of any audit must be reported to the [C](#)committee with recommendations to address identified adverse trends or deficiencies. As part of an audit, all employees must be given the opportunity to provide feedback or insight to the perpetration of fraud within their positions. To promote transparency, all employee feedback as part of an audit shall remain anonymous and [C](#)confidential [to the extent permitted by law](#).

Section VII Reporting Fraud and Corruption

Employees may report matters of fraud or corruption at any time with any member of the [C](#)committee. Any report shall be formally recorded in as much detail as appropriate. All matters reported in good faith will be thoroughly investigated using processes outlined in Section [IX](#)9. Any report which credibly alleges criminal activity shall be reported [simultaneously](#) ~~simultaneously~~ to the local police ~~and~~ the [C](#)committee. All reports, regardless of confirmation or whether action is taken, will be considered in the reviews described by Section [IV](#)4 and given appropriate weight at the discretion of the committee. Once the complaint has been review by the [C](#)committee it will be formally presented to the [Library B](#)oard.

Section VIII Report Outcomes

The Library will take appropriate disciplinary action against any employee believed to have participated, perpetuated, or covered up fraudulent or corrupt conduct. Any criminal activity by employees or patrons will be reported to the police [in compliance with the requirements of the Library Privacy Act](#). Noncriminal misconduct may be handled using internal policies or procedures, including but not limited to suspension or complete ban of library access or privileges,

and in the case of employees, suspension, or termination. The Library Board may choose to pursue civil action to recover any loss of public money or property.

Section IX.A Initial Investigation

Once fraud or corruption has been reported, it must be handled seriously and investigated competently and thoroughly. The information received during an investigation will be kept as confidential as possible as permitted by law, while still permitting the matter to be properly investigated and comply with applicable laws. The Library shall explore all reports of fraud or corruption through the committee. The committee shall:

- Record all reports received
- Provide notice to all parties involved of the allegations and the process
- Coordinate an initial investigation sufficient to make an initial assessment
- Ensure the investigating body has full access and cooperation
- Ensure that the investigation is thorough, impartial, fair, and unbiased
- Make an initial assessment of each report and determine whether:
 - Immediate action may be taken, or
 - Further investigation is needed, or
 - The report lacks credibility and should be dismissed
 - Keep all parties involved in the matter informed of the status, progress, and outcome of the investigation
- All initial investigations should be completed in a swift, timely manner
- Ensure that any recommendation or penalty is implemented as promptly as possible, including:
 - Police involvement;
 - Suspension;
 - Termination;
 - Removal;
 - Ban from Access;
 - Charges or Fines.
- If at the conclusion of the initial investigation a reasonable basis exists to believe that fraud or corruption has occurred, the committee shall either refer the matter to the police or continue with further investigation under Section 9.2.

Section IX.B Further Investigation

If the matter has been reported to the police at the conclusion of the initial investigation, further investigation may still be required at the discretion of the committee, as actions taken by the Library Board with respect to staff or patrons will be determined independently of any criminal investigation. If the recommendation after the initial investigation is further investigation, such further investigation must be pursued immediately. Under most circumstances, a decision to further investigate will require the services of an independent investigator which will be hired by the Library Board at the Library's expense. The committee shall work with the independent investigator to develop an Investigation Plan and shall cooperate to furnish all materials and provide such access as may be helpful to the investigation.

The committee and all library employees shall avoid involvement in any external investigation and shall not attempt to influence the investigation in any way. However, all employees shall cooperate with the investigation through any means reasonably requested.

Section X Closing Investigations

Following the initial investigation or at the conclusion of further investigation, it is concluded that fraud was not perpetrated or that further action is unnecessary or impractical, the investigation shall be deemed closed. When an investigation is deemed closed, the committee shall draft a Final Investigation Report detailing the allegations, the evidence, the timeline of the investigation, all involved parties, and any resolution/action that may be taken. Final Investigation Reports shall be maintained by the committee and included in both the quarterly reports and the annual review.

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