

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, JUNE 12, 2024, 6 P.M.

Meeting In Person at BTPL

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 from April (see agenda packet)
7. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (TBA – some tech difficulties with our accountant)
8. Director Report (see agenda packet, incl staff schedule and event flyer)
9. Unfinished Business - Items for Discussion
 - a. Options for forming a District Library in the future as identified as a potential goal in our Strategic Plan – ongoing updates
 - b. Hiring a new Director – ongoing updates – scheduling interview for five candidates
 - c. Safety Update – funding a new back door
 - d. Social Media Policy
 - e. Department of Labor – Overtime Rule Under FLSA (Fair Labor Standards Act).
10. Unfinished Business – Items for Action
 - a. Vote on Social Media Policy
 - b. Vote on necessary budget issues related to Overtime Rule Under FLSA.
11. New Business - Items for Discussion
 - a. Nepotism Policy
12. New Business - Items for Action
 - a. Potential vote on Nepotism Policy
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is July 17, 2024, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, May 15, 2024

Present: (Board Members) Sue Garrity, Lynn Bergen, Larry Fewins-Bliss
Ken Jensen, Theresa Kidd, Audrey Barton
(Library Director & Staff) Nayeli (Joana) Bancroft, Jana Slisher

Absent: none

Public Present: Don Keller, Diane Doberneck

Next meeting: Wednesday June 19, 2024 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Theresa **motions** to approve the agenda, Ken supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Lynn supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in May meeting packet.

Lynn shares that at the end of April (33% of the way through the fiscal year) our expenses equal 40% of the budget. Lynn says that we are on a good track.

The report from Transparent Bookkeeping is also included in the packet. Sue, Lynn, Nayeli and Karrie from Transparent met recently, to go over everything following Kristie's departure. Sue assures the board that the management of expenses and duties is well balanced, and Transparent Bookkeeping's assistance has been vital to keeping everything in order.

Ken **motions** to accept the financial report, Sue supports, all in favor.

III. Director Report

Please see the full Director's Report in May meeting packet.

Nayeli has stepped in as interim director at BTPL, and she has been busy! Recent events (like the Solar Eclipse viewing party and a gardening workshop) have been very well received. Summer Reading is gearing up, and the library is a-buzz with new decorations, programming, etc. BTPL

continues to partner with the Bath Township Senior Center, providing mobile library services and programs. Many staff members and board members attended Library Advocacy Day at the capitol building in Lansing. Sue adds that this was a wonderful day spent meeting with state representatives, learning about advocacy techniques, and networking.

Nayeli's transition into the role of interim director, with a long list of ongoing projects, meetings, and plans for the near future. She brings to the board some suggested updates to the library's social media policy. This will come back to the board at the June meeting. She is also gathering quotes for upcoming technology upgrades. The back-up server warranty will soon expire, and there are a few possible solutions and services to consider. Nayeli and the staff are hiring a new part-time employee for the circulation department. The potential minimum wage increase (at the state level) seems likely to pass, eventually, and so Nayeli is keeping an eye on the best ways to keep staff salaries and contracts aligned. Sue adds that advice from Brian Mortimore and/or an attorney would be very beneficial, as we look at clarifying job descriptions and contracts.

The library has been a busy place, in the last month! Please see the statistics table in the meeting packet. In an attempt to improve communication between staff and board members, a staff calendar has been included, too.

Jana provided a Youth Report, and it's clear she has been busy in the library and around the community. She continues to host story times at BTPL multiple times a week. In April, she also made appearances at the public schools and a local preschool. Classes are also visiting the library for field trips, which is a wonderful way for students to learn about our library and what it has to offer the community.

IV. Unfinished Business – Items for Discussion

- a. Options for forming a district library – no change
- b. Hiring a new Director – Mr. Mortimore is in the process of collecting ideal candidates. Soon, the Board will be presented with a selection of appropriate candidates. The interview process will begin soon after. Sue reminds Board members to share the job listing in their circles.
- c. Safety Update - The quotes received for the installation of a back door have been submitted, and Nayeli is waiting for a response.

V. Unfinished Business – Items for Action

- a. .

VI. New Business - Items for Discussion

- a. Social Media Policy - Discussed within the Director's Report
- b. Department of Labor – Minimum Wage Increase – Discussed within Director's Report

VII. Items for Action

- a. Potential Vote on Social Media Policy – will return to this in June

VIII. Closing

- a. Public Comment: Don Keller suggests that the exempt/non-exempt is not usually a choice. He is curious about the search for a new Director, how the salary offering was determined, and asked about how it's being handled. Sue offered more information about the search process. Jana adds that it's possible that many candidates will be new to this role, and that they may see BTPL as a stepping stone position rather than be committed to the community in the long-run. Diane Doberneck took this opportunity to introduce herself, as a candidate for Library Trustee in the upcoming election.
- b. Board Member Comments: Audrey notes the passing of Jake the Dog, who served as a volunteer at the library along-side his human, Dick. The Board thanks Dick and Jake for the countless hours they spent with patrons of all ages. Audrey also welcomes Tug, Dick's new dog, who made their first story-time appearance in April. Nayeli adds that a memorial for Jake is being planned, to be displayed in the library.
- c. Lynn **motions** to adjourn the meeting at 6:48. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Directors Report

- **Legal & Professional**

- Talk to a lawyer about new law for exempt employees.
 - Full disclosure I can be seen to have a conflict of interest because it affects my role as the adult librarian. Hopefully, my notes and recommendations will abstain from any bias.
 - Had to write job description for interim director and adult librarian.
 - Recommendation in the packet for youth librarian.
 - Adult librarian, director, and interim director recommendations will be sent out for next month's meeting.

- **Staffing**

- We have 8 staff members.
 - Welcome new employee Jeannine Brown (principal of the elementary school)
- All staff are not trained in CPR/AED/First Aid

- **Scheduling**

- We have a full schedule for summer reading.
 - Summer reading will start June 8th.
 - New summer hours.
 - Monday-Friday 9 am -7 pm Saturday 9 am- 1 pm
- The schedule for the staff is posted in the break room and is now available in Workforce (QuickBooks schedule app)
- We were closed 25 -27 in observance of Memorial Day.
- We are a cooling center.
 - Suggestion that we approve overtime for staff for extreme heat advisory.
 - Have staff who can come in come open the library for extreme heat advisory.
 - Publish it on social media.
 - Limited library services available

- **Programs**

- CPR training.
 - Caring and Sharing offer the class.
 - 21 sign-ups for 2 different 4-hour classes.
- Last of the school tours.
 - 2 and 3 grade class.
- Field day at the elementary school
- Seed programs and gardening.
 - Community outreach with High school
 - Great turnout. Lots of help in the garden and at the library.
 - We now have our take a plant leave a plant out.
 - We now have a small plot in the parking area.
 - Strawberry and wildflower garden
 - Looking for donations to decorate.
 - Janas's dream is a wishing well.
- Prepping for the Summer Reading Program
- Senior center visits
- Recycling event
 - Great information and a great program. Want to continue to partner more with the presenter Clinton County waste management.

- **Community outreach**

- We did a bike and roll event with Safe Routes to School
- Working with Public Library-Community Partner Collective
 - Working together to partner with other community partners.
- Working with Parks and Recreation for the Bath Township

Directors Report

- They bought all our plants for the Summer Reading read and play at Wiswasser Park.
- **Technology**
 - Looking to use a previous computer to replace a broken one.
 - I do have a quote for replacement.
 - Spoke with Convergence and they said it should be good since public computers don't have all our working computers' programs.
 - Will see if we can have it done as already part of our plan. No extra charge.
 - The AC unit broke for a day.
 - Kesler's sent a person to fix it.
 - The man suggested having an electrician. Waiting to hear back from the company Superior Homes.
 - Kurt came in and looked at it and said he would follow up.
 - Backup server
 - After talking with Convergence and discussing our options for replacement of our backup server I have two recommendations.
 - We migrate to the cloud server.
 - The biggest risk is not having strong enough passwords.
 - Reviewing password safety with staff
 - Will have estimate next month.
 - Buy another backup server.
 - We would end up having to buy another one in 7-10 years.
 - See the proposal in the packet.
- **Policy**
 - Changes to the benefits package
 - Change the consumer energy bill to monthly payments rather than a payment plan.
 - Social Media Policy update
- **Continuing Education**
 - Training Jennine in the library world.
- **Projects**
 - Camera policy
 - As of now I am the only one who has access to the cameras until I finish up the policy.
 - We keep 30 days' worth of recording online.
 - I am connected to Blue Cross Blue Shield now.
 - I am connected to Paychex.
 - We moved to the Capital Group retirement plan.
 - Working on finishing up all the paperwork to transfer our retirement.
 - July should migrate.
 - We want the Michigan official state flag in the front entrance with our USA flag.
 - Hoping to find a sponsor.
 - Ideas on who can sponsor it?
 - The Bath Legion?
 - Bath Coalition will have to wait till after the summer reading.
- **Comments**
 - Tween incident.
 - A hole was made in the wall. Four middle school kids had been pushing our table around and banging on the wall.
 - Actions taken.
 - The kids couldn't come back until I spoke with the parents.

Directors Report

- Options given. I hire a contractor to fix it, or a parent can come in and fix it themselves.
- Policy for violations supports my decision to ask parents to fix the whole.
 - V. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designer to review the library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable. conditions to any reinstatement.
- Grandma came in to fix it.
- The library buys the paint (Semi-gloss) We will paint the whole room.
 - Semi-gloss to help make it easier to wipe down since this is our Storytime room.
 - Total 150.00
 - Trying to set up a day to have volunteers come to help paint the whole room. One parent has offered to come to help.
 - Dates to paint projected after the kick-off party.
- Have talked to the youth librarian about looking for a staff member to work with teens for the fall.
 - Create programs for teens with a budget.
 - Interacted with 12-17 patrons.
 - Teen Library advisory to create programs.
 - Help Jana to prep for younger programming.
- Look for volunteers to help during the time of 2:30-5.
 - Help make programs and work with teens.
- Adding additional cameras to be added to the library.
- Sorry for being late on the director's packet.
 - Was sick and had to take a few days off work. Now I'm playing catch-up.

• Statistics

April	2023	2024
Visit	1241	1,973
Items Checked out	1898	2093
Computer Use	158	164
Wireless use	269	282
Hoopla	144	271
New Cards	53	60 (current patrons 3232)
Renewal Cards	62	Not possible
Kanopy	10	214
Overdrive	428	473 (I'M IN)
Event Attendance	288	194
Virtual Program Attendance	156	1367
Story Time Attendance	107	142
Passive Program Attendance	75	79
Reference Calls	148	112
Outreach	258	523
Volunteer		90.05

May Youth Report

It continues to be incredibly busy in the youth department as we prepare for the Summer Reading Program and participate in some end of the school year festivities. All three third grade classes walked to the library and received a tour, listened to a story, and colored campers to help decorate the children's area. They were all very excited to learn about the library and the summer reading program so hopefully we will see a lot of them returning once school is out.

We were invited again to participate in the elementary school's field day. It was an exhausting, sweaty day, but so much fun. This year we took a giant parachute to play games with at our station. It was a big hit with all of the classes and grade.

Story time attendance has been increasing which is very exciting. We are getting a number of families from St. Johns since their library is closed for renovation. We expect numbers to grow even more when school is out and older kids and siblings also attend.

The tweens and teens have continued to be an issue and we have talked with several parents about their behavior. I think the staff is looking forward to school being out and getting a break from the massive onslaught of middle schoolers from 2-5. Individually most of them are good kids, but they just seem to lose control when they are all together. This past month we moved to a one strike and you're out of the library for the day system which seems to have helped some.

Next week Nayeli and I are meeting with the new superintendent. I am really looking forward to continuing to build our partnership with the school and the new superintendent also seems to be excited about partnering with the library. Hopefully, we can also address middle school behavior at the library and see if he can help us come up with a game plan for next fall.

I think that this year's summer reading program is going to be our best yet and I am incredibly excited for all of the amazing things that we have planned. I am doing more programs and more outreach and I really appreciate the rest of the staff stepping up to help out.

MONTHLY SCHEDULE

June

PRIORITIES:

- Movies: kids Tuesday, Adult Fridays
- Craft day: Monday kids. Thursday adults
- Clean-up for the kickoff party at 1:30 6/08

TO-DO

- Amy (1/3 sat)
- Elizabeth
- Jana (35)
- Kasey (2/4 Sat)
- Kaye
- Nayeli (40)
- Tammy (1/3 sat)
- Jeannine (1/4)

NOTES:

Max hours 29 on average part-time
Nayeli in California from June 22-July 7
Jana will be in charge but still be available

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
X	X	X	X	X	9-1 Tammy 9-1 Amy 9-1 Jeannine 9-1 Nayeli	X
9-2 Kasey 9-2 Kaye 12:30-7 Jana 9-7 Nayeli 2-7 Elizabeth 2-7 Amy 6-7 Jeannine 3	9-3 Amy 9-1 Kaye 9-5 Jana 8:30-5:00 Nayeli 1-7 Kasey 3-7 Tammy 6-7 Jeannine 4	9-2 Kasey 9-1 Kaye 9-5 Jana 12:00-7 Nayeli 2-7 Elizabeth 3-7 Tammy 6-7 Jeannine 5	9-2 Kaye 9-5 Jana 8:30-5 Nayeli 9-1 Tammy 2-7 Amy 2-7 Kasey 6-7 Jeannine 6	9-1 Tammy 9-4 Jana 9-5 Nayeli 1-7 Amy 12-6 Kasey 6-7 Jeannine 7	9-2 Kasey 9-2 Amy Kickoff party! (9-2) Full staff working 8	X
9-2 Kasey 9-2 Kaye 12:30-7 Jana 9-7 Nayeli 2-7 Elizabeth 3:30 -7- Jeannine 12-4 Amy 10	9-3 Amy 9-1 Kaye 9-5 Jana 8:30-5 Nayeli 2-7 Kasey 3-7 Tammy 6-7 Jeannine 11	9-2 Kasey 9-1 Kaye 9-5 Jana 12:00-7 Nayeli 2-7 Elizabeth 3-7 Tammy 6-7 Jeannine 12	9-2 Kaye 9-5 Jana 10:30-7 Nayeli 9-1 Tammy 2-7 Amy 2-7 Kasey 6-7 Jeannine 13	9-1 Tammy 9-4 Jana 8:30-5 Nayeli 1-7 Amy 12-5 Kasey 3:30-7-Jeannine 14	9-1 Tammy 9-1 Amy 15	X
9-2 Kasey 9-2 Kaye 12:30-7 Jana 9-7 Nayeli 2-7 Elizabeth 3:30 -7- Jeannine 12-4 Amy 17	9-3 Amy 9-1 Kaye 9-5 Jana 8:30-3 Nayeli 2-7 Kasey 3-7 Tammy 6-7 Jeannine 18	9-2 Kasey(Holiday) 9-1 Kaye 9-5 Jana 12-7 Nayeli 2-7 Elizabeth 3-7 Tammy 6-7 Jeannine 19	4-7 Open Shift 9-5 Jana 8:30-5 Nayeli 9-1 Tammy 2-7 Amy 2-7 Kasey 6-7 Jeannine 20	9-1 Tammy 9-4 Jana 8:30-7 Nayeli 1-7 Amy 12-5 Kasey 4-7-Jeannine 21	9-1 Kasey 9-1 Amy 9-1-Jeannine 22	X
9-2 Kasey 9-2 Kaye 12:30-7 Jana 9-7 Nayeli 2-7 Elizabeth 3:30 -7- Jeannine 12-4 Amy 24	9-3 Amy 9-1 Kaye 9-5 Jana 9-5:00 Nayeli 2-7 Kasey 3-7 Tammy 6-7 Jeannine 25	9-2 Kasey 9-1 Kaye 9-5 Jana 12-7 Nayeli 2-7 Elizabeth 3-7 Tammy 6-7 Jeannine 26	9-2 Kaye 9-5 Jana 9-5 Nayeli 9-1 Tammy 2-7 Amy 2-7 Kasey 6-7 Jeannine 27	9-1 Tammy 9-4 Jana 9-2 Open Shift 1-7 Amy 12-5 Kasey 4-7-Jeannine 28	9-1 Tammy Jeanine 9-1 29	X

MONTHLY SCHEDULE

June

PRIORITES:

TO-DO

Amy (1/3 sat)

Elizabeth

Jana (35)

Kasey (2/4 Sat)

Kaye

Nayeli (40)

Tammy (1/3 sat)

Jeannine (2/4 Sat)

NOTES:

Max hours 29 on average

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9-4 Amy 9-2 Kaye 12:30-7 Jana 2-7 Elizabeth 2-7- Open Shift 1	2-7 Open Shift 9-2 Amy 9-5 Jana 9-1 Kaye 2	9-2 Open Shift 9-1 Kaye 9-5 Jana 2-7 Elizabeth 3-7 Open Shift 3	9-2 Kaye (Holiday) 9-5 Jana 9-5 Nayeli 2-7 Kasey 9-1 Tammy 2-7 Amy 4	9-1 Open shift 9-4 Jana 1-7 Amy 1-7 Jeannine 5	9-1 Jeannine 9-1 Amy 6	X
9-4 Amy 9-2 Kasey 9-7 Nayeli 2-7 Elizabeth 12:30-7 Jana 3-7- Jeannine 8	9-1 Open Shift 9-2 Amy 9-5 Jana 9-5 Nayeli 3-7 Tammy 2-7 Kasey 9	9-2 Kasey 9-5 Jana 9-5 Open Shift 2-7 Elizabeth 3-7 Tammy 10	9-5 Jana 9-5 Nayeli 9-1 Tammy 2-7 Kasey 2-7 Amy 11	9-1 Tammy 9-4 Jana 9-5 Nayeli 1-7 Amy 12-5 Kasey 3-7 Jeannine 12	9-1 Kasey 9-1 Jeannine 13	X
9-2 Kasey 9-2 Kaye 12:30-7 Jana 12-4 Amy 2-7 Elizabeth 3-7- Jeannine 9-7 Nayeli 16	9-2 Amy 9-5 Jana 9-1 Kaye 9-5 Nayeli 3-7 Open Shift 2-7 Kasey 17	9-2 Kasey 9-1 Kaye 9-5 Jana 12-7 Nayeli 2-7 Elizabeth 3-7 Tammy 18	9-5 Jana 9-1 Tammy 9-2 Kasey 9-5 Nayeli 2-7 Amy 2-7 Kaye 19	9-1 Tammy 9-4 Jana 9-5 Nayeli 1-7 Amy 1-7 Jeannine 20	9-1 Tammy 9-1 Amy 21	X
9-7 Nayeli 9-2 Kasey 9-2 Kaye 2-7 Elizabeth 2-7- Jeannine 22	9-1 Open Shift 9-2 Amy 9-5:30 Nayeli 3-7 Tammy 2-7 Kasey 23	9-2 Kasey 9-1 Kaye 12-7 Nayeli 2-7 Elizabeth 3-7 Tammy 24	9-2 Kaye 9-1 Tammy 9-5 Nayeli 2-7 Amy 2-7 Kasey 25	9-4 Open Shift 9-1 Tammy 9-7 Nayeli 1-7 Amy 12-5 Kasey 3-7 Jeannine 26	9-1 Kasey 9-1 Jeannine 27	X
9-7 Nayeli 9-2 Kasey 9-2 Kaye 2-7 Elizabeth 2-7- Jeannine 29	9-2 Amy 9-5 Jana 9-1 Kaye 9-5 Nayeli 2-7 Kasey 3-7 Tammy 30	9-2 Kasey 9-1 Kaye 9-5 Jana 12-7 Nayeli 2-7 Elizabeth 3-7 Tammy 31	X	X	X	X



Bath Township Public Library

June 2024



Sun

Mon














Tue

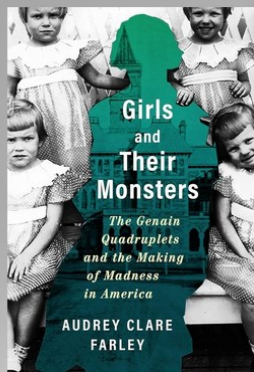
Wed

Thu

Fri

Sat

2	3 Sensory Friendly Hour 6-7pm 	4 Espresso Bees 9-10am 	5 Book Bugs 10:30am Unplugged Gamers 5:30-6:30pm	6 Novice Tech Time 12-2pm	7 Critter Readers 10:30am 	8 Summer Reading Kick off 10am-2pm 
9	10 Summer Camp Crafts for Kids 2pm Yarn Buddies 2-4pm	11 Espresso Bees 9-10am Family Movie 2pm 	12 Book Bugs 10:30am Board Meeting at 6pm	13 Teen & Adult Crafts 5pm Friends Meeting 6pm	14 Critter Readers 10:30am Adult Movie 5pm 	15 FREEDOM Book Club 11am 
16	17 Summer Camp Crafts for Kids 2pm Sensory Friendly Hour 6-7pm	18 Espresso Bees 9-10am Family Movie 2pm 	19 Closed for Juneteenth 	20 Read & Play @ Wiswasser Park 8:30am & 10am Novice Tech Time 12-2 Teen & Adult Crafts 5pm	21 Critter Readers 10:30am Michigan Notable Author Visit 5:30pm 	22
23	24 Summer Camp Crafts for Kids 2pm Sensory Friendly Storytime 5-6pm	25 Espresso Bees 9-10am Family Movie 2pm, 	26 Book Bugs 10:30am 	27 Read & Play @ Wiswasser Park 8:30am & 10am Teen & Adult Crafts 5pm	28 Critter Readers 10:30am Adult Movie 5pm 	29
30		<div> <p>Stop by our circulation desk each week to pick up a special summer craft-to-go bag! Adult, teen, and kids crafts are available while supplies last.</p> </div>				



Michigan Notable Author Visit

Friday, June 21st

Refreshments
at 5:30 PM

Discussion and book signing
at 6-7 PM



Audrey Clare Farley

Get your own copy
of the book with
a minimum
donation of \$25!



Adventure Movies for the Whole Family

Tuesdays starting at 2pm

Free Popcorn!



6/11 — *Alpha and Omega*
6/18 — *The Parent Trap*

7/2 — *Adventures of the Wilderness Family*
7/9 — *Over the Hedge*

Friday Night Movies for Adults

at the library from 5-7pm

Free Popcorn!



6/14 - *Friday the 13th*
6/28 - *Cabin in the Woods*

7/12 - *Evil Dead*
7/19 - *Into the Wild*

FAMILY STORYTIME EVENTS

Read, play, and engage in fun, hands-on early literacy activities. Recommended for

children ages 2-6, but older and younger siblings are always welcome. Free things for you to take and try at home!

Monday, June 10th at 6pm — H is for Home

Monday, July 8th at 6pm — B is for Bedtime



Read & Play at Wiswasser Park

Two Sessions on Thursday Mornings: 8:30am & 10am

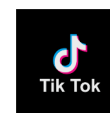
Beat the heat and have fun with other Bath families at Wiswasser Park this summer!

We will read stories, sing songs, play at the park, and have a snack under the pavilion!

Snacks and Water Provided by the Bath Township Parks & Rec Department!

6/20, 6/27, 7/11, 7/18, 7/25, 8/8, 8/15

**Wiswasser Park
6499 Park Lake Rd.
Bath, MI 48808**



Call or visit our website for more information on any program. Follow the Bath Township Public Library on social media.

Bath Township Public Library

14051 Webster Rd.

Bath, MI 48808

517-641-7111

www.bathtownshippubliclibrary.org

Monday-Friday 9am-7pm

Saturday 9am-1pm

Sunday—Closed



SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Bath Township Public Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events, and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Board and the Director have the authority to determine whether a particular social media site or network is used by the library for social media. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and/or its programs and recognizes and respects differences in opinion, Library social media accounts and any interactive sections contained therein are limited public forums and are subject to review by Library staff members. At the Library’s sole discretion, the Library may turn off or limit any features that allow comments about or reactions to the Library’s social media accounts.

If comments, posts and messages are permitted, the Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. Library’s Rights: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this

nature may be edited for space or content, but the original intent of the comment or post will be maintained as much as practicable.

3. No Endorsement: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. Unauthorized Content: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening speech or nudity in profile pictures.
 - Any post that affects the safety and security of the Library, its property, patrons and staff, or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that falls into the above categories.
 - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record.

For example, no picture of a Library program shall be posted without permission of every person in that picture.

5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. Violations and Appeals.

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Director of the Bath Township Public Library has sufficient contact information, the Director will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal against that decision to the Library Board and the Director. The appeal should be sent to the Director within 10 business days of the (1) decision to block or ban, or (2) deletion of the post or comment, whichever is applicable. The Library Board and the Director shall decide the appeal.

VI. General Complaints.

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

Draft Nepotism Policy

Presented for Review 5/12/24

Bath Township Public Library will not hire immediate relatives of current employees who would work within the same department, or who would supervise one another. Under no circumstance may relatives currently on staff (or those who become relatives while on staff) work within the same department, or supervise one another.

Exceptions to this policy may be granted only by the Board of Trustees, upon recommendation of the Executive Director, for reasons clearly in the best interests of the Library.

An immediate relative is defined as a spouse/partner, father, mother, sister, brother, son, daughter, aunt, uncle, niece, nephew, first cousin, and in-law equivalence, or any other relative living in the same household.

Consideration for promotion or other actions of employee movement will not be given if such actions would place relatives in a work location or work relationship as described above.

If a marriage causes a violation of this policy, the employees will be permitted to decide which of them will resign. Failure to select shall result in the Library making the determination based on its view of the best interests of the Library.