

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, OCTOBER 16, 2024, 6 P.M. Meeting In Person at BTPL

Rules of Order:

- *First period of public comment must be related to an agenda item; there is a three-minute limit.*
- *No public comments are allowed during the course of the meeting.*
- *The final period of public comment also has a three-minute limit.*
- *Board comments at the end of the meeting may pertain to public comment, meeting content or general library operations.*
- *Doors must remain open per the Michigan Open Meetings Act.*
- *Public comment time is not for Q & A.*

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 August (see packet)
7. Financial Report – Lynn Bergen, Treasurer, and Transparent Bookkeeping – (See packet)
8. Director Report (see packet)
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. Safety Update – ongoing updates
 - c. Nepotism Policy – ongoing updates
 - d. PTO Accrual Issue – discuss attorney recommendation that all PTO be usable through 12/31/24 with one working week carried over if unused.
 - e. Subcommittee for implementation of [Michigan Earned Sick Time Act](#) (ESTA)
 - f. Moving from local server to cloud-based server – new potential vendor
10. Unfinished Business – Items for Action
 - a. Possible vote on subcommittee formation re: ESTA
11. New Business - Items for Discussion
 - a. Move Joana from Interim Director to Assistant Director
 - b. Review 2025 Budget Proposal
 - c. Discuss 401K – timing for enrollment
12. New Business - Items for Action
 - a. Vote on position change for Joana and budget change based on pay
 - b. Possible vote on Budget Proposal
 - c. Possible vote on change to timing for 401K enrollment
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is November 20, 2024, 6 p.m.

Bath Township Public Library, P.O. Box 368, 14051 Webster Road, Bath MI 48808, 517-641-7111

Bath Township Public Library

Meeting Minutes

Wednesday, September 18, 2024

Present: (Board Members) Sue Garrity, Lynn Bergen,
Ken Jensen, Audrey Barton, Theresa Kidd
(Library Director & Staff) Nayeli (Joana) Bancroft, Sarah Rick

Absent: Larry Fewins-Bliss

Public Present: Diane Doberneck, Don Keller

Next meeting: Wednesday October 16, 2024 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03 pm, with Sue introducing the Rules of Order
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Ken supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Ken **motions** to approve the minutes. Sue supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the September meeting packet. Lynn shares that all looks good. Penal fines arrived last month. We are 67% of the way through the fiscal year, and 70% of the way through our budget. Adjustments to this budget will be needed, as well as the preparation of next year's budget. Lynn offers to work with the new director, Sarah, on these projects. Ken **motions** to accept the financial report, Sue supports, all in favor.

III. Director Report

Please see the full Director's Report in September meeting packet. Welcome to Ms. Sarah Rick, new director of the Bath Township Public Library!

Fall is off to a good start at BPTL, already with successes and challenges. Ms. Jeannine Brown has decided to stay on as a staff member this fall, and kindly volunteered to be in the dunk tank at the recent back-to-school event. The return of many youth patrons has brought difficulty as they struggle at times to be respectful of our facility. Joana shares that she has welcomed help from a liaison from BTPD

and members of the BSD staff. Their additional guidance and occasional presence already helps to maintain decorum and steer teenage visitors towards the right choices.

Jana, the Youth Librarian, continues to do a great job of running many successful programs. There has been no slow-down at story time events, with summer's end. It has become more and more popular, bringing new families to our library.

Joana and Sarah look forward to meeting with a local business interested in providing IT help. They continue to update files and seek improvements to library technology. Sue suggests looking into more storage in the cloud, and retention abilities for various files. She suggests that while a device may not work years from now, the Microsoft cloud should still retain these important files.

We are waiting for our lawyer to weigh in on PTO matters. Joana and Sarah are also working on security cameras and policies, as well as improvements to budget organization, and ways to save both time and money in that process. Great! With "cleaning" the budget classes and subclasses, Joana and Sarah will work with our auditor to organize things properly, resulting in greater ease when finding data and generating reports.

Sarah has formally requested that Joana continue to serve as Interim Director for one more month, as she moves into the lead position. She is happy to continue meeting community members and library patrons! If someone plans to visit in the early afternoon, she asks the expected visitor to please reach out in advance, preferably by email or phone.

Joana shares that while discussing exempt and non-exempt positions, most library directors have an official contract with salary, exemptions, benefits, memberships to things like the ALA, etc. Making this more official should be prioritized. Sue adds that she spoke with Kate at Woodlands and Brian at Kent District, and they said close to 30% of libraries have an actual contract.

Joana says that there's a snag with the benefits policy, which will be discussed at next month's meeting. It is related to the requirement for an employee to be active for one year before some 401K benefits begin. This will be revisited at the October meeting. Sue says that whatever is easiest and most transparent for the staff and board is best, and she will not attend this meeting due to a schedule conflict (a library-related event in Traverse City).

Statistically, the library continues to grow year after year! Volunteer hours are also way up, and Joana wishes to highlight the hard work of our wonderful volunteers.

Please see the monthly events calendar for many upcoming opportunities, including Sip & Paint (geared towards adults and responsible teens), Wine & Cheese Book Club, Espresso Bees and more!

Sue takes a moment to explain how our agenda is set up (based roughly on how township meetings are run). She adds that changes to this would require a change to the Board's bylaws.

Lynn inspires a short conversation about the great online resources for patrons, including Tutor.com and Mango, both provided by our Woodlands Cooperative membership.

IV. Unfinished Business – Items for Discussion

- a. Options for forming a district library (ongoing) - Sue spoke with a school board member, gauging interest. The Board is eager to form a relationship with the new Superintendent of BPS, once the election has passed. Lynn adds that the school board is working on a strategic plan, and the planning process will include teachers and the larger community. She encourages Bath Schools taxpayers and community members to consider weighing in and speaking in support of a stronger relationship between the public library and the schools. She adds that we could districting could help our community by offering even more resources to students and the entire community. Sue adds that the township takes 2% of the library's millage money, and another benefit to districting would be that the library saves this money, putting it into action in the community. Joana adds that book challenges may be of concern. The current policy places responsibility upon a parent, for curating what their child checks out at the library. Joana spoke on this subject with the new Superintendent, as well as the matter of "parental locus" and "non-parental locus" policies. She suggests that the school would prefer that the materials checked out by students would need to be much more controlled, and this will be carefully considered. Although book challenges are virtually unheard of at our library, the resulting backlash from a situation like this could reflect badly upon both the library and school. Lynn suggests that we investigate other public libraries housed within public schools, like in Ishpeming. Sue adds that with the expansion into a district comes more voices, more Board members, and more funding from possible partner communities. We are reminded that if potential partners refuse our invitation to district on three separate occasions, then BTPL could district independently, with the main benefit being autonomy for BTPL. Sue will reach out to Kate at Woodlands, asking for her to weigh in on this matter, and we will continue to work with legal support.
- b. Safety Update (ongoing) - Sarah will seek quotes for the installation of an emergency exit in the teen space, at the rear of the library. The Board would like an updated quote from the Kesslers, too. Ideally, the work would be done this spring.
- c. Nepotism Policy – Sue used a sample policy from the Kent District Library to form the draft policy currently being considered. It will need to be further tailored to our small-town library.
- d. PTO Accrual Issue – awaiting legal opinion
- e. Subcommittee for Implementation of Michigan Earned Sick Time Act (ESTA) policy – Sue says this is currently pending, awaiting more information from the Supreme Court.

V. Unfinished Business – Items for Action

- a. Possible vote on the creation of an ESTA subcommittee (to be revisited)

VI. New Business - Items for Discussion

- a. Extension of Interim Director position through the end of October - Sue highlights how much time and effort is required to move into the position of Director. Sue **motions** to accept Sarah's recommendation, Ken seconds, all in favor.

VII. Items for Action

- a. Approval of extension of the Interim Director position

VIII. Closing

- a. Public Comment: Don asks about installing a new back door, and if the Keslers had weighed in on this. Joana responds that their quote was very high, and they did not seem willing to provide this to the library at a more affordable rate. Sue reminds us that we had hoped to receive a grant from State Rep Tsernoglou, but that did not materialize. The Board will continue to troubleshoot, seeking a way to make the library safer.
- b. Board Member Comments: Audrey welcomes Sarah as the new Director! Sue also welcomes Diane and Don, as they are expected to be elected in the upcoming election.
- c. Theresa **motions** to adjourn the meeting at 7:15. Lynn seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)