

## 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, NOVEMBER 18, 2020 – 6 P.M.

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

Topic: Board Meeting

Time: Nov 18, 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

+13017158592,,5295001923#,,,,,0#,,951848# US (Washington D.C)

+13126266799,,5295001923#,,,,,0#,,951848# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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 Report (attachments)
9. Unfinished Business - Items for Discussion
  - a. Strategic Planning
    - i. The move – it's happening now!
10. Unfinished Business – Items for Action
  - a. Vote to accept correction/modification to policy on Criminal History Record Information (CHRI)
11. New Business - Items for Discussion
  - a. Process for Oath of Office (attachments)
  - b. Notification to new board members regarding taking oath of office
12. Items for Action

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- a. Vote on process for Oath of Office
- 13. Public Comment – Limited to 3 minutes
- 14. Board Member Comments – Recognition of Retiring Board Members
- 15. Adjournment

**Reminder: Next Meeting is December 20, 2020, 6 p.m.**

***Bath Township Public Library, P.O. Box 368, 14033 Webster Road, Bath MI 48808, 517-641-7111***

## **Bath Township Public Library**

### Meeting Minutes

*Wednesday, October 21, 2020 (Remote Meeting via Zoom)*

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

*Next meeting:* Wednesday November 18, 2020 @ 6:00pm

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#### **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 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: Audrey wanted to check in on behalf of the Bath Public Art Committee. Melissa Eggleston will be primary artist for new library mural and will be in touch with Kristie and the board over the coming days and weeks.
- e. Disclosures of conflict of interest: none.
- f. Ken moves to approve the minutes as presented. Ryan 2<sup>nd</sup>, all in favor.

#### **II. Financial Report**

Attached. Will need to make budget adjustments in November. Kristie has been in contact with auditors re: how we should reflect out 65k building payment and will update. Ryan moves to accept financial report as presented, Ken 2<sup>nd</sup>. All in favor.

#### **III. Director's & Youth Services Reports**

Attached. We are moving! Kristie did hire one person to help at circulation desk, Elle. She has volunteered at the library in the past. Working on business continuity plan and state aid which is complicated due to Covid. Numbers have been down (not much!) but this is to be expected as September is busy because of school starting. That said – wireless use was up.

#### **IV. Unfinished Business**

- a. Strategic Planning;
  - i. The move; discussed above.
- b. Policies:
  - i. CHRI policy; need to correct / add “Bath Township Public Library” in a few spots in the template and fix minor typos. Shannon moves to accept the policy with these minor changes, Lynn 2<sup>nd</sup>, all in favor.
  - ii. Fraud Risk Management Policy; Need a committee to meet quarterly to discuss any potential fraud issues. Meetings can be cancelled if not needed. Will discuss fraud committee in November meeting. Ryan moves to accept policy, Theresa second, all in favor.
- c. Directors Evaluation:
  - i. Bonus; Because Kristie has been such an asset and has gotten us through some very tough times with Covid and our move, etc... Lynn moves to approve a \$2,000 bonus for next paycheck. Lynn 2<sup>nd</sup>, all in favor. Will re-evaluate second bonus in the spring. Kristie is in charge of evaluation of bonus for her staff.

#### **V. New Business – Items for Discussion**

- a. None.

#### **VI. Items for Action:**

- a. None.

#### **VII. Closing**

- a. Public Comment: Audrey Barton states that she appreciates how productive and optimistic our meetings are from a board member perspective.
- b. Board Member Comment: none.
- c. Ryan moves to adjourn the meeting, Theresa 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:01pm

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
4000 Donation	384.75	2,500.00	-2,115.25	15.39%
4100 Grant Income	5,909.53	5,000.00	909.53	118.19%
4200 State Aid	9,285.22	4,600.00	4,685.22	201.85%
4300 Tax Revenue	292,433.42	298,000.00	-5,566.58	98.13%
4500 Penal Fines	47,428.67	60,000.00	-12,571.33	79.05%
4600 Service Fees	433.46	1,200.00	-766.54	36.12%
4700 Interest	93.20	45.00	48.20	207.11%
4710 Dividend	48.00		48.00	
4910 Miscellaneous		200.00	-200.00	0.00%
<b>Total Income</b>	<b>\$ 356,016.25</b>	<b>\$ 371,545.00</b>	<b>-\$ 15,528.75</b>	<b>95.82%</b>
<b>Gross Profit</b>	<b>\$ 356,016.25</b>	<b>\$ 371,545.00</b>	<b>-\$ 15,528.75</b>	<b>95.82%</b>
<b>Expenses</b>				
6000 Capital Expenses	11,395.29	3,000.00	8,395.29	379.84%
6010 Collection Acquisitions	28,038.83	31,450.00	-3,411.17	89.15%
6020 Library Programming	6,730.65	13,000.00	-6,269.35	51.77%
6030 Miscellaneous Expense	2,795.00	2,000.00	795.00	139.75%
6200 Advertising & Marketing	5,746.45	8,150.00	-2,403.55	70.51%
6310 Contractual Services	21,742.74	33,000.00	-11,257.26	65.89%
6320 Legal & Professional Services	1,420.00	7,000.00	-5,580.00	20.29%
6400 Payroll	99,233.81	144,000.00	-44,766.19	68.91%
6410 Payroll Taxes/Benefits	12,763.90	19,000.00	-6,236.10	67.18%
6430 Benefits	13,309.44	16,000.00	-2,690.56	83.18%
6500 Bank Charges & Fees	35.95	250.00	-214.05	14.38%
6510 Insurance	552.00	4,000.00	-3,448.00	13.80%
6540 Membership	5,673.61	8,420.00	-2,746.39	67.38%
6550 Office Supplies & Software	3,861.99	9,000.00	-5,138.01	42.91%
6560 Professional Development	372.00	4,000.00	-3,628.00	9.30%
6580 Rent & Lease	8,024.02	11,000.00	-2,975.98	72.95%
6590 Repairs & Maintenance	67,566.67	10,700.00	56,866.67	631.46%
6620 Technology	18,618.77	10,500.00	8,118.77	177.32%
6630 Travel	1,870.61	6,000.00	-4,129.39	31.18%
6640 Utilities & Internet	5,670.68	7,500.00	-1,829.32	75.61%
<b>Total Expenses</b>	<b>\$ 315,422.41</b>	<b>\$ 347,970.00</b>	<b>-\$ 32,547.59</b>	<b>90.65%</b>
<b>Net Operating Income</b>	<b>\$ 40,593.84</b>	<b>\$ 23,575.00</b>	<b>\$ 17,018.84</b>	<b>172.19%</b>
<b>Net Income</b>	<b>\$ 40,593.84</b>	<b>\$ 23,575.00</b>	<b>\$ 17,018.84</b>	<b>172.19%</b>

## Directors Report

- Legal & Professional
  - Received a Clean Audit from CHRI
- Staffing
  - I interviewed Emily (Em) Gibson. I hired her and she will start in November.
- Scheduling
  - We are in the new building. We are busily working on putting the library together. We have kept our regular schedule through October.
  - We closed early on Thursday, October 22 and on Saturday the 24 so that we could move.
- Upcoming Programs
  - We are holding passive programs currently. Mainly, make and takes and online gaming
- Community outreach
- Technology
  - The server was moved over and is up and running
- Policy
  - working on the Business Continuity plan
  - We had a couple of updates for the CHRI policy
- Continuing Education
  - Attending several zoom meetings
  - Preparing to speak at the Cohort convention
- Teens
  - Offering Make and takes
  - Offering Storytimes
  - Covid Care Bags
- Projects
  - Working on unpacking the new library
  - Working on the donation campaign
- Statistics
  - Wireless use: 84
  - Hoopla use: 138
  - Libby use: 247
  - Reference calls: 74\*
  - Program attendance: 8
  - New Patrons: 11
  - Patron pickup/copies 48\*
  - Circulation: 593

\*These numbers are low as we did not keep the records accurately during the move.

# Proposal for a Library Story Wall

November 12, 2020

Thank you for the opportunity to discuss your artwork for the new library here in Bath Township. I am very excited about your beautiful new space and would like to propose a design for the area we looked at on our tour back in September.

I am envisioning the whole piece will be a landscape. The left third of the piece will be a library that is outdoors. The library tree logo will be prominent as a part of the landscape, bookshelves will be rustic wood. Many of the patrons will be woodland creatures as well as human. They will be interacting together doing various things that one does in a library. Meeting in groups at tables, working on the computers, looking at books at the shelves. A Storytime will be taking place in the corner, a librarian will be helping a patron at the checkout desk, etc.

The middle third will be a transition space where the library moves into the outdoor countryside. I am envisioning that a few books will be flying out of the library like birds. Also, patrons will be carrying the books out to different places in the landscape. Transitioning to the last third as they are reading the books, stories from these books will be playing out in front of them. For example, if a child is reading a book about Peter Pan, in front of her on the lake there will be a pirate ship with a Captain Hook style character and a crocodile. A rabbit might be reading a Peter Rabbit book and in front of him there is a garden scene taking place.

I would also like to add in a lot of individual references to different books that people may recognize. For example, a mouse might be riding a motorcycle across one of the bookcases, a wildly colored Cheshire cat may be grinning out from one of the trees, etc. These will be things to find in the painting.

In addition I would like to add some other elements that may not be direct literary references but are fun to find. Things like a bee reading a book, a squirrel painting in the park etc.

I would make a master "can you find list" for all of these hidden things as well as the literary references for you so you can make a game out of it if you like.

My aim is to show many kinds of people and animals interacting together. Showing diversity and unity in their interactions as well as the literary references selected. I will have a lake, farm fields, parks and wildlife to reference the basic landscape of our township but will also add some fantasy elements.

The painting would be worked on over the winter in my studio on a large canvas panel that I will affix to my wall. When it is finished, we can roll it up on a large tube. We can then move it to the library, unroll and affix it with staples to your wall. Then the edges would be finished with wooden trim pieces which we can stain to match your bookshelves.

Size- I am proposing a 4' by 12' painting. By my calculations this would allow for at least a 3-inch wood trim around the outside of the painting. It would also leave you about 5 feet on either side of the painting to put up other artwork, posters, displays etc.

## Cost Structure

### Supplies-

Cotton Canvas 72" x 4 yards \$60.00

1 Gallon white gesso for priming the canvas- \$55.00

Artist Acrylic Paints and brushes- \$500.00

Trim and stain for framing the outside edges of the canvas- \$150.00

So about \$765.00 for supplies

\$9000.00 for my time (I am offering to donate my time for this project)

Time estimate to finish the piece- I feel that this painting could be finished and ready to be moved to the library by June of 2021. Hopefully, Covid will be less of an issue by then so we would have an easier time working together to get it moved.

I look forward to speaking with you more about the project!

Thank you,

Melissa Eggleston

[Melissa@egglestongallery.com](mailto:Melissa@egglestongallery.com)

<https://www.dickblick.com/products/blick-unprimed-cotton-canvas/>

72" x 6yards \$130.00

<https://www.dickblick.com/items/00691-1029/>

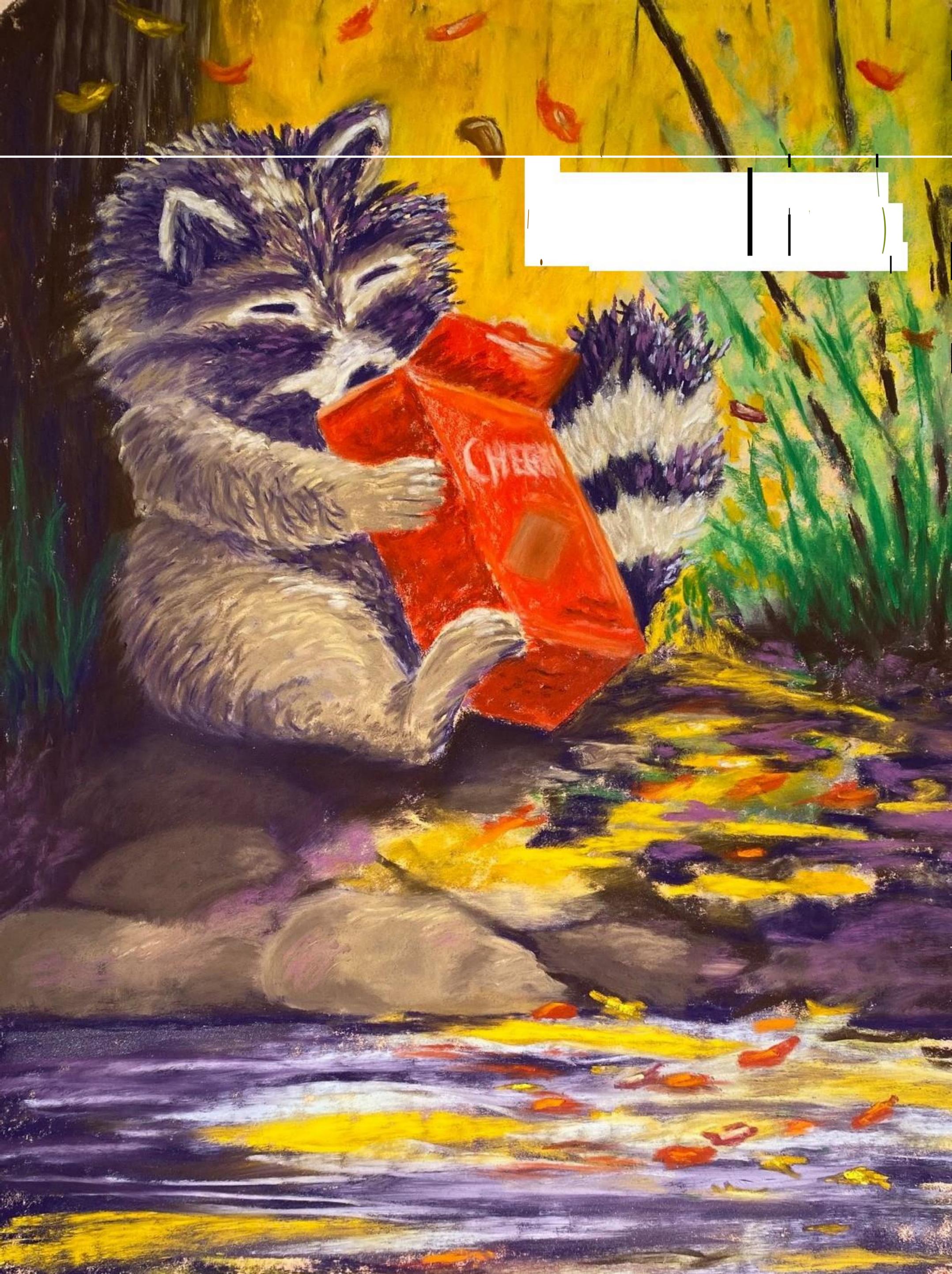
1 Gallon white gesso for priming the canvas- \$55.00

Artist Acrylic Paints and brushes- \$600.00

Trim and stain for framing the outside edges of the canvas- \$150.00

So about \$935.00 for supplies    \$9000.00 for my time





## Bath Township Public Library CHRI Policy

Pursuant to the National Child Protection Act, The Bath Township Public Library is considered a Noncriminal Justice Agency (NCJA) and is an Authorized Recipient (AR), wherein certain Authorized Personnel can request and receive fingerprint-based Criminal History Record Information (CHRI) checks. Authorization for ARs to receive CHRI is for the purpose of employment or volunteer determinations. Therefore, the Bath Township Public Library is to ensure compliance with applicable state and federal laws, applicable rules and regulations, and the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy, in addition to the Bath Township Public Library policies, procedures, and processes. This Information Security Policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit.

The most stringent requirement shall prevail if conflict(s) is/are found between agency policies, state or federal laws, with the most current version of the FBI CJIS Security Policy, and corresponding rules or regulations.

As used in this policy:

- (a) Authorized Recipients - (1) A criminal justice agency or federal agency authorized to receive CHRI pursuant to federal statute or executive order; (2) A nongovernmental entity authorized by federal statute or executive order to receive CHRI for noncriminal justice purposes; or (3) A government agency authorized by federal statute, executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.
- (b) Authorized User/Personnel - An individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based background check, where required, and have been granted access to CJI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

## **USER AGREEMENT**

The Bath Township Public Library shall complete and maintain a Noncriminal Justice Agency User Agreement for Release of Criminal History Record Information (RI-087) provided by the Michigan State Police (MSP). Agreements are in place to provide for data ownership, individual roles, responsibilities, etc. The Bath Township Public Library shall complete and return a new user agreement in the event they have a legal name change, they move to a new physical address, or they wish to add or remove fingerprint reason codes. The most current copy of this user agreement will be maintained on file at the agency indefinitely.

## **LOCAL AGENCY SECURITY OFFICER (LASO)**

The Bath Township Public Library Board of Trustees will designate a LASO by means of completing and returning to the MSP, Security & Access Section (SAS), a Noncriminal Justice Agency Local Agency Security Officer Appointment (CJIS-015). An individual designated as the LASO is:

- An “authorized user/personnel.”
- An individual that has completed a fingerprint-based background check, where required, and found appropriate to have access to CHRI.
- If a school, the LASO is an employee directly involved in evaluating an individual’s qualifications for employment or assignment.

A LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Identifying and documenting any equipment connected to the state system.
- Ensuring personnel security screening procedures are being followed as stated in this policy.
- Confirming the approved and appropriate security measures are in place and working as expected.
- Supporting policy compliance and ensuring the MSP Information Security Officer (ISO) is promptly informed of security incidents.

When changes in the LASO appointment occur, the Bath Township Public Library shall complete and return a new LASO appointment form. The most current copy of the LASO appointment form will be kept on file indefinitely by the agency (CJIS-015).

All MSP fingerprint account changes are to be made by the LASO.

## **PERSONNEL SECURITY**

### **PERSONNEL TERMINATION**

The LASO or authorized designee shall terminate access to CHRI immediately, which is within 24 hours of a notification that an individual’s termination of employment has occurred.

**The Bath Township Public Library Board of Trustees will appoint a trustee to oversee replacing the LASO**

- a. The appointed Bath Township Public Library Trustee will
  - i. Contact MSP and inform them of the LASO Vacancy
  - ii. Remove all access to the CHRI program

- iii. Identify the next candidate for the LASO position
- iv. Offer the LASO Position and sign them up for training.

## **PERSONNEL TRANSFER**

Individuals with access to CHRI, and where the individual has been reassigned or transferred, shall have his or her access reviewed by the LASO or authorized designee to ensure access is still appropriate. If access is determined to be suspended, the individual shall be restricted from access to CHRI within the immediate 24 hours of transfer or reassignment and the following steps shall be taken by The Bath Township Public Library immediately:

The Bath Township Public Library Board of Trustees will appoint a trustee to oversee the appointment of a new LASO

The appointed Bath Township Public Library Trustee will

- a. Contact MSP and inform them of the LASO transfer
- b. Remove all access to the CHRI program of the reassigned or transferred employee
- c. Identify the next candidate for the LASO position
- d. Offer the LASO Position and sign them up for training.

## **SANCTIONS**

Persons found noncompliant with state or federal laws, current FBI CJIS Security Policy, rules or regulations, including the Bath Township Public Library Information Security Policy, will be formally disciplined. Discipline can be, but not limited to, counseling, the reassignment of CHRI responsibilities, dismissal, or prosecution. Discipline will be based on the severity of the infraction and at the discretion of the Bath Township Public Library.

## **MEDIA PROTECTION**

CHRI media is to be protected and secured at all times. The following is established and is to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

### **MEDIA STORAGE & ACCESS**

Digital and physical CHRI media shall be securely stored within physically secured locations or controlled areas, and within the agency's facility unless otherwise permitted. Access to such media is restricted to authorized personnel only and secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- a. Is to be stored within individual records when feasible or by itself when necessary.
- b. Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, etc.

Digital CHRI media:

- a. Is to be secured through encryption as specified in the most current FBI CJIS Security Policy.

- b. Unless encrypted, digital storage media devices (such as discs, CDs, SDs, thumb drives, DVDs, etc.) are to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, etc.

### **MEDIA TRANSPORT ( DIGITAL AND/OR PHYSICAL )**

Should the need arise to move CHRI media outside of the secured location or controlled area, the Bath Township Public Library shall establish and implement appropriate security controls to prevent compromise of the data while transporting. The transport of CHRI media will be conducted by authorized personnel.

CHRI media includes:

- Physical CHRI media such as paper/hard copies.
- Digital CHRI media such as laptops; computer hard drives; and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card(s).

The CHRI media will be transported in a locked file cabinet or sealed envelope

### **DIGITAL MEDIA SANITIZATION AND DISPOSAL**

Without ensuring the proper disposal of installed and removable digital storage, information security risks can be created by reassigning, surplus, transferring, trading-in, disposing of computers, or replacing digital storage media and computer software. Therefore, once digital CHRI media devices are determined no longer needed by the agency, devices shall be sanitized and disposed of according to the most current FBI CJIS Security Policy. Due to the presence of temporary files (data remanence), devices where digital media was once stored, processed, and/or used for dissemination (fax, scanners, computers, laptops, etc.) shall be sanitized in a manner that gives assurance that the information cannot be recovered prior to disposal of or upon the reassigning or recycling of such devices. An "erase" feature (e.g., putting a document in a "trash can" icon) or deleting a file is not sufficient for sensitive information, because the information may still be recoverable. The agency will provide steps for the sanitization and disposal of devices where CHRI media was once stored, processed, and/or used.

The Bath Township Public Library does not store Digital Media

### **DISPOSAL OF PHYSICAL MEDIA**

Once physical CHRI media (paper copies) is determined no longer needed by the agency, media shall be destroyed and disposed of according to the FBI CJIS Security Policy. Formal procedures for the secure disposal or destruction of physical media:

The Bath Township Public Library LASO will

- a. Decide when the physical CHRI media will be no longer needed
- b. Will shred the physical CHRI media with a cross cut shredder or will incinerate it

### **PHYSICAL PROTECTION**

The Bath Township Public Library shall document and implement a physical protection policy and procedures to ensure CHRI and information system hardware, software, and media are physically protected through access control measures.

### **PHYSICALLY SECURE LOCATION**

Bath Township Public Library will ensure both sufficient physical and personnel security controls exist for the protection of CHRI and associated information systems. A physically secure location is a facility, an area, a room, or a group of rooms within a facility. The Bath Township Public Library will:

- a. Prominently post the perimeter of the physically secured location and keep separate from non-secure locations by physical controls.
- b. Keep a current list of personnel with authorized access to the physically secure location or use a method of credentials to keep track of authorized personnel.
- c. Ensure all physical areas where CHRI or information systems are stored and/or used for processing shall be controlled. Individuals requiring access to such locations will be verified before granting access. Physical access to information system distribution and transmission lines within the physically secure location will be controlled and safeguarded.
- d. Position information system devices that display CHRI in such a way as to prevent unauthorized individuals from accessing and viewing CHRI.
- e. Ensure methods are in place to monitor, detect, and respond to information system incidents for individuals attaining physical access to secured areas.
- f. Validate all visitors before admittance to the physically secure locations, and visitors will be escorted and monitored at all times.
- g. Authorize and control information system-related items entering and exiting the physically secure location.

### **CONTROLLED AREA**

If an agency cannot meet all of the controls required for establishing a physically secure location but has an operational need to access or store CHRI, the agency shall designate an area, a room, or a storage container, as a controlled area for the purpose of day-to-day CHRI access or storage. At a minimum:

- a. Access is limited to controlled area during CHRI processing times and to authorized personnel, approved by the agency to access or view CHRI.
- b. CHRI will be locked and secured to prevent unauthorized access when unattended.
- c. Information system devices and documents containing CHRI will be positioned in such a way as to prevent an unauthorized individual from access or view.
- d. Encryption requirements will be implemented for digital storage (i.e. data "at rest") of CHRI.

### **INCIDENT RESPONSE**

The Bath Township Public Library shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The agency will identify responsibilities for information security incidents and include how and who to report such incidents to. The agency will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The agency will

ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training is to be included within the agency's Security Awareness Training. (See section on Security Awareness Training at the end of this document.) Procedures shall be in place to track and document information security incidents, whether physical or digital, on an ongoing basis. When an incident has been determined a breach involving CHRI, the agency will report the security breach to the MSP ISO by use of the "Information Security Officer (ISO) Computer Security Incident Response Capability Reporting" form (CJIS-016).

The Bath Township Library LASO will

- a. Notify MSP with in 24 hours.
- b. Notify the Bath Township Public Library Board of Trustees.
- c. Contact the technology support business and work closely with them to correct the issue.

Handling Capabilities implemented by the agency:

Capabilities shall be handled according to the following description:	Physical – Hard Copy CHRI	Digital – Digitally Accessed/Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office which will be locked when office staff is not present.	Firewalls, virus protection, and malware/spyware protection will be maintained.
2. Detection	Physical intrusions to the building will be monitored by means of: The library uses simplisafe alarm system, we lock the doors at night and the cabinet documents are in.	Electronic intrusions will be monitored by the virus and malware/spyware detection.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data were affected.	IT department will determine what systems or data were compromised and affected.
4. Containment	The LASO will lock uncompromised CHRI in a secure container or transport CHRI to secure area.	The IT department will stop the spread of any intrusion and prevent further damage.

5. Eradication	The LASO will work with law enforcement, Bath Township Police, to remove any threats that compromise CHRI data.	The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system.
6. Recovery	The law enforcement agency (Bath Township Police) in charge will handle and oversee recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department will restore the agency information system and media to a safe environment.

**MOBILE DEVICE INCIDENT RESPONSE**

The Bath Township Public Library does not use Mobile Devices to search, view, or store CHRI documents.

**SECONDARY DISSEMINATION**

When permitted by law, and the Bath Township Public Library releases a CHRI response to another authorized recipient pursuant to authorized sharing provisions, a log of such release(s) shall be established, implemented, and kept current. The log will be maintained indefinitely and be made available upon request to a MSP representative for audit purposes. Fields required for the log are:

- The date the record was shared.
- Record disseminated.
- Requesting agency.
- Requestor’s name.
- Method of sharing; either by U.S. Mail, landline fax, or within the Criminal History Record Internet Subscription Service (CHRIS). (No emailing unless encrypted).
- Agency personnel that shared the CHRI.

**SECURITY AWARENESS TRAINING**

The Bath Township Public Library will establish, implement, and administer basic Security Awareness Training (SAT) that meets the minimum standards provided within the most current version of the FBI CJIS Security Policy. The LASO will, every two years and starting from date of adopting agency SAT, review the FBI CJIS Security Policy to ensure agency implemented SAT meets the most current requirement(s). All individuals having access to CHRI, whether

digital or physical, shall complete SAT provided by the agency within six (6) months of assignment and every two (2) years thereafter. The agency will also include any or all Information Technology (IT) personnel having access to digital systems used to process CHRI. The agency will document and keep current completed SAT records, past and current



# PUBLIC LIBRARY BOARDS AND OATHS OF OFFICE

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The research and resources below are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem.

June 23, 2020

Under the definitions of “Public Officer” that are described in various legal authorities citing the [Michigan Constitution Art. XI, Sect 1](#), any Public Library Board would fit within the designation, and therefore should take the oath.

## **CONSTITUTION OF MICHIGAN OF 1963**

### **§ 1 Oath of public officers.**

Sec. 1.

*All officers, legislative, executive and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of ..... according to the best of my ability. No other oath, affirmation, or any religious test shall be required as a qualification for any office or public trust.*

**History:** Const. 1963, Art. XI, § 1, Eff. Jan. 1, 1964

**Former Constitution:** See Const. 1908, Art. XVI, § 2.

“Public Officer,” as defined by legal authority citing this constitutional provision, is:

A “public office” is the right, authority, and duty, created and conferred by law, by which for a given period, either fixed by law or enduring at the pleasure of the creating power, an individual is invested with some portion of the sovereign functions of the government, to be exercised by him for the benefit of the public, and the individual so invested is a “public officer”. [People v. Freedland \(1944\) 14 N.W.2d 62, 308 Mich. 449.](#)

A state officer, in one sense of the word, is one who exercises a portion of sovereign powers on a state-wide basis, normally from seat of government, while in another sense he is any official whatsoever whose duties embrace the implementation of sovereign power, however expressed such as a village constable. [Schobert v. Inter-County Drainage Bd. of Tuscola, Sanilac, and Lapeer Counties for White Creek No. 2 Inter-County Drain \(1955\) 69 N.W.2d 814, 342 Mich. 270.](#)

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In Addition, [MCL 15.151](#) states:

**15.151 Constitutional oath of office; employees and persons in service of state.**

*Sec. 1.*

*All persons now employed, or who may be employed by the state of Michigan or any governmental agency thereof, **and all other persons in the service of the state or any governmental agency**, shall, as a condition of their employment, take and subscribe to the oath or affirmation required of members of the legislature and other public officers by section 2 of article 16 of the constitution of 1908 of the state of Michigan.(emphasis added)*

**History:** 1951, Act 22, Imd. Eff. Apr. 5, 1951

**Compiler's Notes:** For constitutional provision referred to in this section, see now Const. 1963, Art. XI, § 1.

However, election laws <http://legislature.mi.gov/doc.aspx?mcl-116-1954-X> that specify time frames within which the oaths should be taken by certain County officers do not include any Boards (as the laws for Villages and Townships do).

But that fact does not detract from the fact that the Mi. Constitution supersedes these statutes (and is not in conflict with, since these statutes are designed to create more specific criteria and consequences for oath-taking- or lack of – not change who should take the oath in general), and, as far as I can tell, the Constitution indicates that ALL Public Officers (elected OR appointed) must take the Oath.

This would seem to indicate that a Library Board should take the oath.

Clare D. Membiela  
Library of Michigan  
Library Law Consultant.

Policy

The Traverse Area District Library Board of Trustees requires each trustee to be sworn in by repeating an Oath of Office to the incumbent at the beginning of each new term on the Library Board.

Text of the Oath of Office

"I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability."

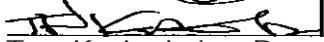
Process

The Oath will be administered at the beginning of the first regular board meeting at which the Trustee begins a new term. The Administrative Assistant or Board Secretary shall administer the Oath. After being sworn in, the Trustee will sign the Oath which will then become part of the TADL Board archive.

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Policy 1.3 *Oath of Office* is new on this date January 20, 2011 (date)

Adopted:

Y N  


Tom Kachadurian, Board Secretary

Motion by: J. J. ...

Support by: 015 ...