

Bath Township Public Library Board of Trustees

Sue Garrity, President
Lynn Bergen

Theresa Kidd, Vice President Ryan Fewins-Bliss, Treasurer Shannon Vlasic, Secretary

Ken Jensen

AGENDA, APRIL 3, 2018 – 6 P.M.

1. Call to Order
2. 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
7. Financial Report – Treasurer (Ryan joining meeting remotely)
8. Librarian Report
9. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Acquisition of library law attorney for ongoing consultation, and most immediately a review of our bylaws – Anne Seuryncck replied with edits to proposed bylaws.
 - ii. Program/Policy Committee updates.
 - iii. Update on Library Director job posting – interviews scheduled throughout the day on April 19th. See attached schedule.
 - iv. Updates on Apollo upgrade from Surpass – conversion smooth. Look for upcoming patron sessions on how to access your account online. Library card updates will be upcoming when we've set a renewal policy.
 - v. Updates on health care options for staff.
 - vi. Cost for Membership, Overdrive, and other items associated with Woodlands
 1. Cooperative – waiting for reply.
 - vii. Library Security – Cameras, mirrors, etc., leave for discussion with new Library Director once hired.
 - viii. Renegotiation of lease. Mr. Kesler offers to leave amount the same this year to accommodate our first-year budget. Meeting to view 6,000 square feet behind BS&A training center on Monday, April 16 at 5 p.m. More negotiations to follow. Advertising opportunities – who do we invest with?
 - ix. Update on participation in Elementary School “Leader in Me” program assembly and classroom tour, March 27.
 - x. Logo – keep on agenda until new director is hired so they can weigh in.
 - xi. Custodial assistance from DPW staff. Requested through 6/30.
 - b. Items for Action (need a vote)
10. New Business
 - a. Items for Discussion
 - b. Items for Action
11. Public Comment – Limited to 3 minutes
12. Board Member Comments

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13. Adjournment

Minutes 03/20/2018

Board Attendance: Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss

Public: Derek Barth, Alex Suarez, Dan Vlastic

Meeting called to order at 6:01pm by Sue.

Moment of civic reflection.

Lynn moves to approve the agenda, Shannon 2nd, all approve.

Public Comment: Dan Vlastic seeking donation/ sponsorship on behalf of Bath Youth Baseball Club. Three levels of sponsorship; \$100-\$250, name on shared banner; \$250-\$500, banner on Webster Road; \$500-\$1,000, field sponsor with discount for future year sponsorships. Keep on agenda for next meeting. Need to know what other donation obligations are and where we stand in budget before committing.

Disclosure of conflicts of Interest: None.

Lynn moves to approve minutes as amended, Ken 2nd, all in favor.

Financial Report: Presented by Ryan, however, current expenses do not necessarily match budget spreadsheet as categories for each are different. Using new QuickBooks reports and will present at 1st meeting of each month. Shannon requests sub category for late and forgiven fees. Forgiven fees in future should match with new library software. Re-visit at future meeting as current system is changing. Ryan provided "Checks and Balances" folder with all documentation of expenses and income by month- each board member viewed and "signed off" on each folder.

Current funds in budget \$266,120.04. Originally budgeted \$275,000.00. \$9,000.00 short but this does not include penal fines.

Phone bill very, very high. \$178/ about 15 calls. Explore options. Sue is checking with ACD and Shannon is looking at Sprint for prices and will report back.

Librarian Report: Forms for room rental currently available at circulation desk. Currently 5 groups using room regularly; RESA tutors, Girl Scouts, private tutors, Friends group, and Book Club.

DISCUSSION:

Acquisition of attorney: Anne looking at by-laws (keep on agenda.)

Library Director: Sue met with one additional prospect. Spoke with Brian at KDL who recommended that all interviews happen on same day or very close together.

Suggested 5-10-minute presentation, 30-45 minutes of interview questions. Should have numbers in mind regarding pay/ benefits and be ready to make an offer. Potential all day meeting for interviews, discuss date on April 3.

ILS: Conversion happening overnight on Wednesday! Live on Thursday!

Woodlands/ Overdrive: The board accepted us! They have to approve minutes at their next meeting. Once minutes are approved, we will be sent membership letter.

Membership begins October 2018 when State aid begins.

Security - Keep on agenda. Discuss after director is hired.

Lease: Touring 6,000 square foot space on Monday April 16 @ 5pm. Meet at library and walk over together. Email from Dan Wietecha regarding library taking over lease of building. Township has provided notice and backed out of lease. Sue will email Camie Kesler.

Program / Policy Committee: No update. Need informal policy and procedure re: weapons / gun carry. Keep on agenda.

ACTION:

Meeting Schedule: Shannon moves to hold regular board meetings on 1st and 3rd Tuesdays of April and May with additional special meetings for both director interviewing and the April 16th building tour. Lynn 2nd, all approve.

5th and 26th of April are bad for Ryan for interviewing, looking at April 12th or 19th. Sue will let us know what works for candidates.

NEW BUSINESS:

Director Benefits: Sue will reach out to her contact regarding benefit offerings and also check to see if benefit discounts are available through Woodlands Co-op. What do we want? Board in general agreement that we should investigate PTO, vacation, retirement, health, salary, signing bonus, etc... Add to agenda for next meeting.

Custodial: Honest 3-ish hours of work / week. Sue will ask Dan about continuing with current situation/ staying with contracted township workers.

Public Comment: Derek recommends going forward with baseball advertising, as name would be visible to large portion of township residents.

Board Comment: none.

Lynn moves to adjourn, Ryan 2nd, all support.

Meeting adjourned at 7:49pm.

Bath Township Public Library
BUDGET VS. ACTUALS: BTPL 2018 BUDGET - FY18 P&L
 December 2017 - December 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
Donation	500.00	5,000.00	4,500.00	10.00 %
Grant Income		5,000.00	5,000.00	
Miscellaneous	0.00		0.00	
Penal Fines		55,000.00	55,000.00	
Service Fees	150.54		-150.54	
Tax Revenue	266,120.04	275,000.00	8,879.96	96.77 %
Total Income	\$266,770.58	\$340,000.00	\$73,229.42	78.46 %
GROSS PROFIT	\$266,770.58	\$340,000.00	\$73,229.42	78.46 %
Expenses				
Advertising & Marketing	175.25	2,500.00	2,324.75	7.01 %
Bank Charges & Fees	22.00		-22.00	
Capital Expenses		10,000.00	10,000.00	
Collection Acquisitions	269.30	37,000.00	36,730.70	0.73 %
Contractual Services	2,989.83	10,000.00	7,010.17	29.90 %
Insurance	2,461.00	8,000.00	5,539.00	30.76 %
Legal & Professional Services	874.39	20,000.00	19,125.61	4.37 %
Library Programming	43.21	6,000.00	5,956.79	0.72 %
Membership	175.00	4,500.00	4,325.00	3.89 %
Miscellaneous Expense	101.69	532.00	430.31	19.11 %
Office Supplies & Software	589.30	5,500.00	4,910.70	10.71 %
Payroll	6,215.66	88,375.00	82,159.34	7.03 %
Payroll Taxes/Benefits	1,991.95	21,793.00	19,801.05	9.14 %
Professional Development		1,500.00	1,500.00	
Rent & Lease	1,680.74	10,000.00	8,319.26	16.81 %
Repairs & Maintenance	346.49	3,000.00	2,653.51	11.55 %
Subscriptions	114.98	19,000.00	18,885.02	0.61 %
Technology		10,000.00	10,000.00	
Travel	100.16		-100.16	
Utilities & Internet	2,012.43	7,300.00	5,287.57	27.57 %
Total Expenses	\$20,163.38	\$265,000.00	\$244,836.62	7.61 %

NET OPERATING INCOME	\$246,607.20	\$75,000.00	\$ -171,607.20	328.81 %
NET INCOME	\$246,607.20	\$75,000.00	\$ -171,607.20	328.81 %

Accrual Basis Tuesday, March 27, 2018 09:37 PM GMT-7

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LIBRARY DIRECTOR INTERVIEW SCHEDULE, TUESDAY, 4/19/18

8:30 a.m.	Board arrives for refreshments and room setup
9 – 10 a.m.	Interview – Derek Barth
10 a.m.	Break
10:30 – 11:30 a.m.	Interview – Grace Morris
11:30 – 1 p.m.	Lunch Break
1 – 2 p.m.	Interview – Kristina Reynolds (Kristie)
2 p.m.	Break
2:30 – 3:30 p.m.	Interview – Rhonda VanKampen
3:30 p.m.	Break
4 - ??	Deliberations

Presentation from each job candidate:

Share an 18-month plan to introduce the Bath Township Public Library and its services across all patron age groups throughout Bath Township. Include sample budget, resources, and program activities. The presentation should be no longer than 10 minutes and may use Power Point. We will have a laptop and projector available, so the presentation can either be on a flash drive or be emailed to me no later than 5 p.m. on the 18th of April so we can copy it onto the laptop for you.

