

Bath Township Public Library Board of Trustees

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

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, MAY 15, 2018 – 6 P.M.

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
7. Financial Report – Treasurer
8. Librarian Report
9. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Carry over – these will be acted upon after selection of new Library Director
 1. Final updates & review of bylaws
 2. Review of policies & procedures
 3. Health care/benefit options
 4. Library security
 5. Logo
 6. Janitorial services
 7. Advertising
 8. Moving to larger space
 - ii. Carry over – waiting for reply
 1. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative
 - iii. Comments from Aaron Stephens on check signing procedures. Ryan was contacting him.
 - iv. Updates on technology. Planning for installation of new firewall, switch and access point. Some additional cabling necessary. See attached proposal.
 - v. Renegotiation of lease (coordinating phone call with Gary Bender of Murphy & Spagnuolo to discuss modifications)
 - vi. Library Director – Update from Ryan.
 - b. Items for Action (need a vote)
10. New Business
 - a. Items for Discussion
 - i. We are a new Michigan Activity Pass library!
 - ii. Summer Reading dates – start 3rd week in June, end 2nd week in August.
 - iii. Meeting Dates for June & July.
 - b. Items for Action
 - i. Vote on meeting dates.
11. Public Comment – Limited to 3 minutes
12. Board Member Comments
13. Adjournment

Bath Township Public Library
Meeting Minutes

Tuesday, May 1, 2018; meeting called to order at 6:09pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd. Ryan Fewins-Bliss. (Public) Derek Barth

Next meeting: Tuesday, May 15, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Ryan moves to approve the agenda, Theresa 2nd, all in favor.
- c. Public comment on agenda items: Derek supports the boards decision to hire a different director.
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes from last two meetings as presented, Theresa 2nd, all in favor.

II. Financial Report

Three reports presented; December 2017 – April 2018 Budget vs. Actuals, December 2017 – April 2018 Profit & Loss, April 2018 Profit & Loss. Lynn requests Budget vs. Actuals by month.

III. Librarian Report

80% finished with window display for next month. Visits down, checked items significantly up. Lost one tutor. Program attendance slightly down as programs have been scaled back. Many donations received.

IV. Unfinished Business

- a. Several items being saved for discussion after library director is hired. Bylaws, policies and procedures, healthcare benefits for director & staff, library security, logo, janitorial services, advertising, moving to larger space.
- b. Waiting for reply on costs of membership with Woodlands / Overdrive, prior to our ability to “legally” join in the fall.
- c. Aaron Stephens, Ryan still needs to discuss check signing procedures with him.
- d. Technology Updates: Sue asked for quotes on additional ethernet drops for hard-wiring computers in other locations in the library. Allows for greater control of filtering (children vs. adults, etc...)
- e. Renegotiation of lease: Need cancellation/ moving clause. Would like clarification on what is structure vs. what is “fixtures”; roof / ceiling / HVAC / plumbing leaks. Sue will clarify with Cami Kesler and refer lease to Murphy & Spagnuolo P.C. for review and changes. Ryan will verify necessary coverages with our insurance company. Can we be added to big Bath Corners sign out in front?
- f. We are now members of the Michigan Library Association. Individual confirmations emailed to us. Please forward these to Ryan and Sue if you have not already.
- g. Library Director: References have been checked. Reviewed responses. Ryan will make the offer to the person we choose.
- h. Strategic plan? Keep in mind for after director is hired. Tie goals to a plan!!

V. Action

- a. Lynn moves to offer position to Kristie, Shannon 2nd, all in favor.
- b. Sue moves to grant Ryan authority to offer between 45k – 50k salary to Kristie, Lynn 2nd, all in favor.

VI. New Business

- a. Michigan Activity Pass through Library of Michigan, check into this and discuss at the next meeting.
- b. Bath Days – do we want a booth for librarian to meet with public, or do we want a meet & greet here during the book sale?
- c. Sign – Waiting for logo before moving forward with sign. We need something that stands out. We want a graphic designer to create logo. Will re-visit after director is hired.

VII. Closing

- a. Public Comment: Derek glad we came to an agreement on director today vs. later.
- b. Board Comment: none.
- c. Shannon moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 8:24 pm.



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QUOTE

ASKQ6069

Apr 6, 2018

Quote Expires: Jun 6, 2018

Quoted To:

Bath Township Public Library

Sue Garrity
14033 Webster Rd
Bath Township, MI 48808
United States

Phone (517) 641-7111

Fax

Prepared By:

Ed Pryor
Account Manager
epryor@justask.net
517-676-6633

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
ASK Professional Services, Fixed Bid			
ASK Professional Services, Scope of Work	\$4,427.50	1	\$4,427.50
Professional Project Management Discovery and Validation Install new switch in admin area near firewall, patch in as much as possible to new switch, old switch will remain in computer room area Install firewall to replace 3 firewalls/routers Define and provision necessary VLANs Install AP Provision new SSID guest and private Reconfigure wireless extender for new SSID's Provide and install 7 category 6 network data drops. Provide and install a small wall mounted open rack.			
ASK Total Care Discount			-\$885.50
SubTotal			\$3,542.00
One Time Cost Subtotal			\$3,542.00
One Time Cost Tax			\$0.00
One Time Cost Shipping			\$0.00
One Time Cost Grand Total			\$3,542.00

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