

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, JUNE 5, 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/bonding
 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 – Kristie speaking with Overdrive contact
 - iii. Comments from Aaron Stephens on check signing procedures. Ryan was contacting him.
 - iv. Updates on technology.
 1. Firewall, switch & access point w/cabling (see attached final quote \$2912, reduced from \$3542)
 2. Replace server, change domain (waiting on quote) from librarycenter.bathtownship.us.
 - v. Renegotiation of lease – see attached draft from Murphy & Spagnuolo
 1. Updated to remove references to BS&A
 2. We do have adequate insurance for indemnification of landlord
 3. Modified cancelation clause
 - vi. Summer Reading dates – start 3rd week in June, end 2nd week in August.
 - b. Items for Action (need a vote)
 - i. Present re-written lease to Daryl Kesler
10. New Business
 - a. Items for Discussion
 - i. Staff PTO
 - ii. MLA workshop attended by Ryan

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iii. "Roll Out" plan for Kristie to meet with local school personnel and community leaders, press release, etc.

b. Items for Action

11. Public Comment – Limited to 3 minutes
12. Board Member Comments
13. Adjournment

Bath Township Public Library

Meeting Minutes

Tuesday, May 15, 2018; meeting called to order at 6:09pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlasic, Theresa Kidd. Ryan Fewins-Bliss. (Public) Kristina (Kristie) Reynolds, Derek Barth, Alex Suarez

Next meeting: Tuesday, June 5, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection
- b. Lynn moves to approve the agenda, Ryan 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. Theresa moves to approve meeting minutes from the last meeting as presented, Ryan 2nd, all in favor.

II. Financial Report

Nothing to report this meeting. See May 1st meeting's report for May's financial information.

III. Librarian Report

- a. We added 48 new titles to our collection this month, primarily adult fiction including several books published within the last year. I note that several of these books were checked out while on our blue cart before we could put them into our new book display cart.

Statistics for April compared with last April— Visits - 523, down from 561; Items checked out -448, up from 311; Computer use—184, down from 221; New cards issued—12, down from 13; Tutoring People—2 down from 50; Program attendance—20, down from 38; DeWitt books returned—24, up from 19, DeWitt books picked up—12, down from 19; People who made donations—26, up from 16; Volunteer hours—16, down from 34.

Unfinished Business

Sue explained that our new director, Kristie Reynolds, can now be involved in making decisions on several of the items listed below:

- b. Final updates & review of bylaws – no report
- c. Review of policies & procedures – no report
- d. Health care/benefit options – no report
- e. Library security – New director should be bonded and insured relating to security. We should consider an alarm button on the back door. We should decide to implement things that might not be our landlord’s responsibility.
- f. Logo – no report
- g. Janitorial services – no report
- h. Advertising – no report
- i. Moving to larger space – no report
- i. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative – There is still no reply from Kate at Woodlands. Woodlands might be having difficulty figuring this out since we are a brand-new library. Kristie serves on the P&E Committee at Woodlands. In October we will be eligible to apply for state aid. They have approved us for membership in October.
- j. Comments from Aaron Stephens on check signing procedure – Ryan is still waiting for a reply from Aaron and wants to put this item on “carry over.”
- k. Updates on technology. Planning for installation of new firewall, switch and access point. Some additional cabling will be necessary. See attached proposal – Sue explained the attached proposal and asked how we feel about spending \$200 per data drop to get hook-ups in our current rooms to replace

existing drops? Discussion ensued. It was decided that Sue will get back with Ed and ask him to rewrite the cost estimate without adding additional drops and to upgrade our existing drops and will get ASK to give us a new quote? We agreed that Sue can move forward on making this happen. Ryan asked if we will be able to move on to VOIP (voice over internet protocol) once we get this in place? Sue agreed to explore the VOIP question.

l. Renegotiation of lease (coordinating phone call with Gary Bender of Murphy & Spagnuolo to discuss modifications) – Sue was at her daughter’s college graduation so wasn’t able to move on this without access to a phone connection in the Blue Ridge Mountains. Sue will pursue this now that she has returned.

m. Library Director – We are happy to announce that our new Library Director is Kristie Reynolds.

Discussion regarding background checks - KDL ran our background checks and it was only an ICHAT (Internet Criminal History Access Tool) check. For the record, we discussed if we should do additional background checks. Sue couldn’t get back with police before now. The company Sue works for uses LaborChex and she will check with them to see what kind of routine checks they do. Ryan’s company uses “Fieldprint” that we might want to consider. Kristie will check around, too. We are thinking it is better to use something in addition to ICHAT. We discussed using FBI fingerprint checks. FBI fingerprint NSOPW (national sex offenders’ public website). Should we consider drug testing? We need to discuss this in more detail later, but right now Sue is not worried about further background checks at this time.

n. Our new Library Director’s, Kristie Reynolds, first day will be June 11 – Discussion centered around doing some form of training to help prepare Kristie for her first day.

- Derek, Alex, and Sue will meet and list some important things that Kristie should know about. Ryan will take care of the payroll details, accessing website and Facebook page, etc. Prioritizing this will be important and then we will need Kristie’s feedback.
- Healthcare benefits need to be addressed. Kristie mentioned that her husband has decent benefits and she is currently covered through his insurance. She would consider a stipend in place of health benefits. MLA is supposed to have a benefits package available for members as of July 1. We could check into that once the information is provided. We need to also consider vision, dental, workman’s compensation, and PTO plans.
- To Kristie: if there are materials, we need to provide you, please let us know about those needs. We will set up an email account for Kristie that will help with communications.
- Kristie would like some of the background programs for now. Ryan said he is very flexible about continuing doing what he’s doing now and maybe we don’t have to bother Kristie about that for now. Sue said she is also flexible with what she is handling.
- Ken: We need to prepare a Facebook notice that we have a new librarian. Ryan volunteered to bring something to our next meeting that related to Kristie’s employment with us. We will also need to determine where we will post it.
- Sue: Wants all of us to have “headshots” done for news announcements.

- Lynn: We need to discuss having an open-house for our new library and librarian. Ryan asked Kristie to send ideas his way and he'll incorporate that into what is decided.

IV. New Business

Items for Discussion

- Beginning on May 24, we will be a new **Michigan Activity Pass library!** Thank you to Shannon for bringing this to our attention! We can include this information in our new-library-roll-out campaign.
- **Collaborative Summer Reading Program:** Jennifer at DeWitt Public Library offered to us their summer reading program if we need it. Bath Township Parks & Rec will work with us on a couple of summer things. Friends of the Bath Township Public Library might donate money to our summer reading project. We have budgeted \$6000 toward programs for the entire year. A flyer should go to the school on the 28th about our summer reading program.
- Groups we might consider appeals to: Sons of American legion, the American Legion proper, American Legion Auxiliary, PTA, and Lions Club. Ken volunteered to let them know that our new librarian has been hired.
- **Summer Reading Dates:** The summer reading program will begin the 3rd week in June and will end the 2nd week in August. Some supplies have already been ordered.

V. Items for Action

- **Meeting Dates for June & July:** We discussed continuing to hold two meetings per month or beginning our eventual planned one meeting per month. It was decided that we would continue holding two meetings per month, so we can take care of business decisions that are important to establishing our new library. Theresa moved that we meet twice each month in June and July to take care of as much business as possible before we begin our once-a-month meetings. Ryan seconded. All in favor. For the next two months we will meet twice monthly. Meetings in June will take place on June 5 and 19. Meetings in July will take place on July 10 (moved to 2nd Tuesday because of the July 4 holiday) and July 24.

VI. Closing

- a. Public Comment – Limited to 3 minutes

Alex is happy to meet Kristie, and is happy to know we have an official beginning date for her employment. Derek agreed.

- b. Board Member Comments

There will be a Michigan Library Association (MLA) Conference on June 1 9-4:00 in East Lansing. Ryan and Theresa are considering attending this conference.

Lynn asked that “MLA Conference Reports” be placed on the June 1 agenda for those who decide to attend. Conferences are considered “professional development” and expenses incurred can be reimbursed to board members and employees who attend.

- c. Lynn moves to adjourn the meeting. Ryan seconded and all in favor.

Meeting adjourned at 7:20 PM

Minutes taken by Theresa Kidd



3125 Sovereign Drive, Suite 98, Lansing, MI 48911

t. 517-676-6633 f, 517-676-6730

www.j11stac.k.net sales@justask.net

QUOTE

ASKQ6069

Apr 6, 2018

Quote Expires: Jun 6, 2018

Quoted To:

Bath Township Public Library
Sue Garrity
14033 Webster Rd
Bath Township, MI 48008
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	\$3,640.50	1	\$3,640.50
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 3 category 6 network data drops. Provide and install a small wall mounted open rack.			
ASK Total Care Discount			-\$728.10
	SubTotal		\$2,912.40
	One Time Cost Subtotal		\$2,912.40
	One Time Cost Tax		\$0.00
	One Time Cost Shipping		\$0.00
	One Time Cost Grand Total		\$2,912.40

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Please contact me if I can be of further assistance.

**To accept this quote please sign and date below. Please include a PO Number if applicable.
You may then fax to 517-676-6730 or scan and email to sales@justask.net.**

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ASK Quote Number: ASKQ6069

Signature: _____ Date: _____ PO: _____

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RETAIL LEASE [DRAFT]

THIS LEASE made this _____ day of May, by and between Daryl Kesler of P.O. Box 307, Bath Michigan 48808, hereinafter referred to as "Landlord," and Bath Township Public Library of 14033 Webster Road, Bath Township, Michigan 48808, hereinafter referred to as "Tenant," in consideration of the mutual covenants and promises herein contained and for other valuable consideration.

WITNESSETH:

- 1. PREMISES LEASED.** The Landlord does hereby demise and let unto the Tenant, and the Tenant does hereby lease and hire from the Landlord, for the term and under the terms and conditions herein set forth in this Lease for those certain premises, containing approximately 2,240 square feet, located at 14033 Webster Road, Bath Township, Michigan as more fully described in Exhibit A attached hereto (hereinafter referred to as the "Shopping Center"). Landlord grants the Tenant a non-exclusive license during the term of this Lease to use the parking spaces provided in the front of the premises for parking of Tenant's employees and library patrons. The portion of the Premises described in Exhibit A and the licensed premises shall be the "Premises" for purposes of this Lease.
- 2. TERM.** The term of this Lease shall be for a period of five (5) years, commencing on June 1, 2018 (hereinafter referred to as the "commencement date"), fully to be completed and ended on May 31, 2023 subject to paragraph 25 below. Should Tenant remain in possession of the Premises after termination of this Lease or any extension thereof, said possession will be deemed to be on a month-to-month basis under the same conditions as provide in this Lease.
- 3. RENTAL:** Tenant agrees to pay to Landlord at its office or to such other person or persons or at such other place as Landlord shall designate in writing, as rental for the said demised premises as follows:

 - (a) Fixed Minimum Rental:** A fixed rental for the herein described demised premises of per year, payable in advance in equal monthly installments of \$767.67 per month, upon the first day of each month during the term of this Lease.
 - (b) Rent Increase:** Tenant agrees and shall also pay to Landlord, as additional rent, for the second lease year and each lease year thereafter, an increase of rent by three (3%) percent if Landlord so elects.
 - (c) Security Deposit:** Landlord is not requiring a security deposit.
- 4. USE OF PREMISES.** Tenant covenants and agrees that said demised premises shall be used and occupied for the operation of a public library and for no other purpose without the written consent of Landlord, which consent shall not be unreasonably withheld. Tenant shall properly comply with all laws, ordinances and lawful orders and regulations affecting the demised premises and the use thereof. Tenant further covenants and agrees that it will conduct its business during normal business hours for such type of business and on all business days. Tenant further agrees that no auction, bankruptcy or going out-of-business sales will be conducted in or from the demised premises without prior written consent of Landlord.
- 5. CARE OF PREMISES.** Tenant shall not permit, allow or cause any act or deed to be performed or any practice to be adopted or followed in or about said demised premises which shall cause or be likely to cause injury or damage to any person or to said demised premises or to the building or to the sidewalks and pavements adjoining the demised premises. Tenant shall not permit, allow or cause any noxious, disturbing or offensive odors, fumes, gases, smoke, dust, steam, vapors or disturbing noise, sound or vibration to originate in or to be emitted from said demised premises. Tenant agrees to permit no waste of the demised premises, but rather to take

good care of same and, upon termination of this Lease, to surrender without notice in as good condition as at the commencement of the term, reasonable use and wear thereof excepted.

6. **UTILITIES.** Tenant shall procure and shall pay the cost when due of all utilities rendered or furnished to the demised premises during the term of this Lease, including electricity, gas, telephone, internet, waste removal and sewerage charges. However, Landlord shall provide and pay for water expenses which shall be maintained by Landlord.

7. **SIGNS.** The cost of installing, maintaining, changing or removing any signs upon the demised premises shall be borne by Tenant. Tenant shall obtain Landlord's written approval as to design, location and the manner of installation prior to placing any sign whatsoever upon the demised premises which shall not be unreasonably withheld. Any signs shall comply with all requirements of appropriate governmental authority and all necessary permits or licenses required in connection therewith shall be obtained by Tenant at Tenant's sole cost and expense. Tenant shall maintain all signs in good condition and repair at all times during the term of this Lease and Tenant shall save Landlord harmless from injury to person or property arising from the erection and maintenance of said signs. Upon vacating the demised premises, Tenant shall remove all signs and repair any damage caused by such removal.

8. **OPERATION AND MAINTENANCE OF COMMON AREA.**

(a) **Maintenance of Common Area.** Landlord will provide lawn maintenance and snow plowing of parking lot. Sidewalk shoveling is the Tenant's responsibility.

(b) **Use of Common Area.** Landlord grants to Tenant throughout the term of this Lease in common with others entitled to a similar use thereof, an easement for ingress and egress to Tenant's demised premises and for the parking of automobiles by Tenant's employees, customers and invitees in the parking area. It is not to be construed that Landlord is leasing any specific parking area to Tenant. Tenant shall not and shall not permit its employees to use said parking areas for the storage of any automobiles, trucks or other vehicles owned or used by Tenant or its employees, except as may be approved and designated in writing by Landlord. No portion of the parking areas, sidewalks or other common areas shall be used by Tenant for any purpose whatsoever, other than pedestrian and vehicular traffic and customer parking, without prior written consent of Landlord. Landlord reserves the right to determine from time to time how to use the parking and common area and to resolve any disputes in connection therewith, the Landlord's decision shall be final.

9. **RUBBISH CONTROL.** Tenant shall not place, store, collect or allow any trash, garbage, rubbish or waste material on the outside of the building or the demised premises. Tenant shall pay for all charges for the removal of said trash, garbage, rubbish or waste material and for charges for all other services used, rendered or supplied upon or in connection with the demised premises.

10. **MAINTENANCE AND REPAIR.** Landlord agrees to keep and maintain the outer walls and sidewalks of the demised premises in good repair during the term of this Lease. However, Landlord shall not be responsible for damages caused by roof leaks, backups of sewers, toilets or lavatories, flood damage or water damage from adjoining tenants. Landlord shall not be responsible for the care or maintenance of any loading docks, loading ramps, front doors, rear doors, locks and hardware, front steps or rear steps. Tenant, at its sole cost and expense, whether the same shall be the property of Tenant or Landlord, shall promptly repair and at all times maintain in good condition the interior of the demised premises and all its appurtenances and equipment, including, but not limited to, heating units, air conditioning equipment, electrical fixtures and equipment, electrical installation, plumbing, plumbing equipment and fixtures, all machinery, all hardware, all interior paint or decoration of every kind. Tenant shall promptly replace all broken or damaged glass, including window glass and door glass, unless covered by Landlord's fire and extended coverage insurance. In the event Tenant fails to make any of the repairs which it is obligated to make with reasonable dispatch, Landlord shall be entitled to enter

the demised premises and make or cause the same to be made and the amount or amounts expended by Landlord for such repairs shall be due and payable by Tenant to Landlord as so much additional rental hereunder.

11. ALTERATIONS. No structural changes, additions or substantial alterations shall be made by Tenant without the written consent of Landlord. Tenant shall have the right, at its own cost and expense, to place or install within the demised premises such fixtures, partitions, equipment and trade fixtures, together with any additional painting or minor alterations in the demised premises which Tenant may find necessary and deem desirable, for all of which Landlord hereby consents. It is further covenanted and agreed that all fixtures, partitions, equipment, trade fixtures, alterations or changes installed by Tenant shall be and remain personal property, regardless of the manner of their annexation, and shall be removed by Tenant at the termination of this Lease or any extension thereof. Any damage to the demised premises caused by the removal thereof shall be repaired by Tenant at the sole cost and expense of Tenant.

12. INDEMNIFICATION OF LANDLORD. Tenant covenants and agrees to save Landlord harmless from any liability for injuries or damages to any person or property upon or about the demised premises, in connection with Tenant's use, and agrees to procure at its own cost and expense public liability insurance for the benefit of Landlord and Tenant in the sum of One Million and No/100 (\$1,000,000.00) Dollars for damages resulting to one (1) person and One Million and No/100 (\$1,000,000.00) Dollars for damages resulting from one (1) incident and property damage in the sum of One Million and No/100 (\$1,000,000.00) Dollars. Tenant shall keep and maintain said insurance in force during the term of this Lease and shall deliver the policy or copy thereof or certificate of insurance evidencing such coverage to Landlord. Landlord agrees to carry in full force and effect at all times during the term of this Lease or any renewal or extension thereof, fire and extended coverage insurance covering the demised premises in an amount equal to the replacement value of the building.

13. DAMAGE BY FIRE OR OTHER CASUALTY. If the building shall be damaged or destroyed in whole or in part by fire or other cause and is rebuilt and restored to a good and tenantable condition by Landlord within a reasonable time, the rental shall abate, entirely in case the entire demised premises are untenable, until same shall be restored to a tenantable condition. If Tenant shall fail to adjust its own insurance within a reasonable time and as a result thereof the repairing and restoration is delayed, there shall be no abatement of rental as above provided during the term of such delay; and the Tenant shall use any part of the demised premises for storage during the period of repair, a reasonable charge for which shall be made against Tenant. In case the building is not repaired or restored within a reasonable amount of time, this Lease shall be terminated.

14. RIGHT TO MORTGAGE. Landlord reserves the right to subject and subordinate this Lease at all times to the lien of any mortgage or mortgages now or hereafter placed upon Landlord's interest in said demised premises and on the land and buildings hereafter placed upon the land of which the demised premises forms a part.

15. REAL ESTATE TAXES. Landlord shall pay Real Estate Taxes during the term of this Lease.

16. PERSONAL PROPERTY TAXES. Tenant shall pay all taxes levied against its personal property located within the demised premises during the term of this Lease.

17. COVENANT OF TITLE AND QUIET POSSESSION. Landlord covenants that it has the right to make this Lease for the term aforesaid and that it will put Tenant into possession of the demised premises, free from all encumbrances, liens or defects in the title, for the full term of this Lease. Landlord further covenants that there are no restrictive covenants, zoning, or other ordinances or regulations which will prevent Tenant from conducting its usual business or any department thereof in the demised premises. Landlord warrants that Tenant, upon making the payments and performing and keeping the other covenants and agreements of this Lease on its part

to be kept and performed, shall have quiet and peaceful possession of the demised premises during the term of this Lease and any extension thereof.

18. RIGHT TO EXAMINE PREMISES. Tenant agrees to allow Landlord, its agents and representatives, free access to the demised premises during reasonable hours for the purpose of examining same; and during the period of three (3) months previous to the expiration of the term of this Lease or during the period of three (3) months prior to any renewal hereof, to exhibit same to prospective tenants.

19. PROPER NOTICES. All notices required or permitted under this Lease shall be deemed to be properly served if sent by registered mail to the last address previously furnished by the parties hereto. Until hereafter changed by notice in writing, notices shall be sent to Landlord to the Attention of Camie Kesler at P.O. Box 307, Bath Michigan 48808, and to Tenant at: Susan Garrity, Bath Township Public Library, at 14033 Webster Road, Bath Township, Michigan 48808.

20. WAIVER. The failure of Landlord to insist upon strict performance of any of the covenants or conditions of this Lease or to exercise any option herein conferred in any of one or more instances, shall not be construed as a waiver or relinquishment of any such covenants, conditions or options, but the same shall be and remain in full force and effect. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rent. No covenant, term or condition of this Lease shall be deemed to have been waived by Landlord, unless such waiver be in writing by Landlord.

21. ENTIRE AGREEMENT. This Lease and the exhibits and addenda, if any, attached hereto and forming a part hereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the demised premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between Landlord and Tenant other than is set forth herein. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by the parties hereto.

22. FORCE MAJEURE. In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, civil disturbances, picketing, demonstrations, insurrection, war or other reasons of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period equivalent to the period of such delay. The provisions of this section shall not operate to excuse Tenant from prompt payment of rental, percentage rental, additional rental, or any other payments required by the terms of this Lease.

23. PERSONAL PROPERTY, MERCHANDISE, FURNITURE AND FIXTURES. Any and all personal property, merchandise, furniture or fixtures placed in or moved upon the demised premises by Tenant shall be at the sole risk of Tenant. Landlord shall not be liable for damages to said personal property, merchandise, furniture or fixtures, or to Tenant arising from the bursting or leaking of water pipes or from any act of negligence of any co-tenant. Upon termination of this Lease or any extension or renewal hereof, Tenant shall have the right to remove all or any portion of such personal property, provided that Tenant shall repair any damage to walls, floors or doors arising from Tenant's removal of said personal property.

24. HAZARDOUS SUBSTANCES. Tenant shall not cause or permit any Hazardous Substance to be used, stored, generated, or disposed of on or in the demised premises by Tenant, Tenant's agents, employees, contractors, or invitees.

25. RELOCATION/TERMINATION. In the event Tenant is required to close its library,

cease its operations, or relocate due to budget and finance issues or constraints or for any other reason, Tenant shall be permitted to terminate this Lease with sixty (60) days prior notice to Landlord.

26. IMPROVEMENTS. All improvements to be paid by Tenant.

27. OPTION TO RENEW. So long as Tenant has not been in default of any terms or conditions of this Lease, Tenant shall have the right to extend the term of this Lease for two (2) additional period of five (5) years in duration commencing upon the expiration of the original term of this Lease. All terms and conditions of this Lease shall remain the same except rental, which shall be determined. Tenant shall notify Landlord as to its intent to extend this Lease not later than one hundred eighty (180) days prior to the end of the original term of this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be signed in their respective names by their respective officers the day and year first above written.

WITNESSED TO LANDLORD:

DARYL L. KESLER

By: OWNER

Its: _____

WITNESSED TO TENANT:

Bath Township Public Library

By: _____

Its: _____

Bath Township Public Library Director Community Introduction Plan

- Press Release (Ryan)
 - Dewitt Bath Review
 - Lansing State Journal
- Social Media (Ken)
 - Facebook
 - Township Facebook Page (Ask them to post)
 - Township Facebook Groups
- Local Organizations/Meetings (Sue & Others)
 - Friends of BTPL
 - Township Board
 - Lions Club
 - School Board
 - PTA (In Fall)
- BTPL Open House Event (Theresa/Lynn/Shannon?)
 - Set Date
 - Create List/Send Invites
 - Send something home before school ends?
 - Private reception beforehand for key supporters?
- Individual Introductions (Sue/Ryan)
 - Dan Wietecha
 - Karen Hildebrandt
 - Jack Phillips
 - Jake Huffman
 - Jennifer Balcom