

## 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, AUGUST 7, 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. Director’s Report – (attached with breakout below in Unfinished and New Business)
9. Unfinished Business
  - a. Items for Discussion
    - i. Ongoing review of policy and employee manual
    - ii. Technology - Replace server, change domain from librarycenter.bathtownship.us. Personnel assigned from ASK – Jeff Hallek
    - iii. Renegotiation of lease – review ongoing
    - iv. Meeting with architects for quotes
    - v. Health care/insurance options
    - vi. CPR/AED training
    - vii. Open House date set – Thursday, August 23rd
  - b. Items for Action (need a vote)
10. New Business
  - a. Items for Discussion
    - i. 1000 Books Before Kindergarten Program
    - ii. Transition to new phone system
    - iii. Job Postings (see schedule attached)
  - b. Items for Action
    - i. May need vote for items re: job postings
11. Public Comment – Limited to 3 minutes
12. Board Member Comments
13. Adjournment

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, July 24, 2018; meeting called to order at 6:04pm*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd, (Ryan Fewins-Bliss absent with notice)

(Library Director) Kristie Reynolds

(Public) Derek Barth, Alex Suarez, Dan Vlastic

*Next meeting:* Tuesday, August 07, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as amended (with the addition of CPR training discussion under New Business) Lynn 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes from last meeting as presented, Theresa 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Ryan is an excused absence, the financial report will come at the next meeting.

**III. Library Director Report**

Kristie has started ordering a couple of magazine subscription. Zoo day is coming up on Thursday (in cooperation with Potter Park Zoo.) Slime day and Rock Painting day both went well. Bookshelves have been ordered but are on back order. Should be in on Sept. 21<sup>st</sup>. Honey Bee story time is going well. Kristie has attended two webinars. Working on policy, may need help with FOIA and Patron Behavior sections. (Sue has example of FOIA policy from Ann Arbor Public Library that has already been vetted by Foster Swift.) Still working on architect contacts and benefits packages for director and staff as well as phone system and logo.

Kristie will skip the MLA conference this year due to another obligation but is excited about the new director's workshop.

We are a “visiting” library. This means that non-Bath residents can get library cards. We need a way to track this and we can determine at the end of the year if this is a financially responsible decision. Bath Township residents pay taxes- should the library benefits be reserved for residents? Revisit at the end of the year to decide if we want to charge non-residents for library privileges.

#### **IV. Discussion**

- a. Policy & Procedure – Draft policy presented but many changes still being made. Kristie checking on prices for faxes. She will also check on PC Cop program in the future. This allows us to send a private message to anyone publicly viewing inappropriate materials.
- b. Director roll out plan; met with township. Decent turn out. Open house coming up. We will establish a date at the next meeting.
- c. Health care benefits options; Kristie still working on this.
- d. Hiring of staff; draft job descriptions for youth services librarian and part-time library clerk. HOMEWORK: all of us should review these job postings as well as employee manual and be prepared to weigh in to Kristie before the next meeting. It would be nice to post the position after August 7<sup>th</sup> meeting. Employee manual is in the works and Kristie will email this out to us ASAP.
- e. Library open hours change. Made one open hours change. We are now open 10-4 on Saturday's. Alex's hours will go up to 24/ week from 21 in order to cover this change.
- f. MLA fall conference. Kristie cannot attend due to prior obligation, but she will discuss one of the staff attending in her place and will report back.
- g. DDA tax capture; the check has arrived. We will verify DDA records against our records with Ryan.
- h. Tech updates; replacing server and updating domain. We have a worker assigned, just awaiting installation.
- i. Re-negotiation of lease; review ongoing.

#### **V. Action**

- a. Library Clerk salary; draft presented. Eventually, 2 full time employees, director non-exempt and other full-time position would be exempt. Lynn moves to accept wage scale for part-time employee Alex, Shannon 2<sup>nd</sup>, all in favor. This will move Alex up in salary due to his experience and degree. We will review this scale going forward for future employees. Proposed benefit package presented. Ryan will need to run numbers if we wanted to offer part-time health insurance benefits. Kristie will discuss this with Ryan. HOMEWORK: review benefit package and put on agenda for next meeting. We need to figure out a 401K vendor too.

## **VI. New Business**

- a. CPR / AED / First Aid class? AED – insurance liability? Mental Health First Aid, this may be something Woodlands could offer???. add to unfinished business for next meeting. Kristie and I will do some follow-up research and report back.

## **VII. Closing**

- a. Public Comment: Alex says thank you for approving the new wage scale! Derek likes the CPR training idea.
- b. Board Comment:
  - Kristie: We have a Woodlands contract! Kristie is working on a hospitality committee for MLA, there will be a presentation / full day conference. Forward info to anyone who may be interested.
  - Shannon: We need notary services. Kristie will check on this.
- c. Theresa moves to adjourn the meeting, Lynn 2<sup>nd</sup>, all in favor.

Meeting adjourned at 8:00 pm.

(Only one meeting scheduled for August- August 7<sup>th</sup>.)

Directors Report  
August 7, 2018

Derek left on vacation and Alex filled in on July 25- July 30. Then Alex left for vacation on July 24th-August 9th and Derek filled in. It was a little crazy around here!

I met with Karen Black and Maria Cook from Regional Educational Service Agency (RESA) for Clinton county. We met to talk about the **1000 Books Before Kindergarten**. This program encourages parents to read a 1000 books to their children before they enter kindergarten. RESA supports this program and gave us all the materials to start it. Alex and I are aiming for a September start. They then mentioned that they wrote and received a grant for Free Little Libraries. They have 2 or 3 free libraries completed and stocked. They even have the man power to install the library. They just need places to put them. So, I invited them to the present at the friends meeting. Finally, we talked about other ways to be involved in collaborative endeavors.

Sue, Jeff Halleck and I had a phone meeting to review the server install. Jeff has set up the server and is starting the installs. The project should be completed next week.

The new phone system is being set up and I hope that it will be installed within the next two weeks.

The Potter Park Zoo visit was a great success. We had 23 signed up and all came. Lots of positive response!

Camie Kesler and I are meeting Friday to review the lease.

I met with a representative from Fishbeck, Thompson, Carr, and Huber about the design for the new area. They are sending a proposal in the mail of their services. (I'll share their information at the meeting.)

Story time is still going well. I moved the story time area to the back of the library and the kids and parents seemed to like it.

I went to a meeting the Woodlands P&E meeting in Homer. We looked at the Woodlands budget for the upcoming year. Kate and Laura are excited about us joining. We increased mini grants, increased funding on overdrive books, created I.T. consultant/computer hardware mini grants and decided to pay for overdrive subscriptions which will lower our cost.

We had a new volunteer sign up. She will start on Tuesday, August 14<sup>th</sup>.

I continue to work on the policy and employee manual.

I looked at several options for health care options, one from Blue Care Blue Cross and one from United Health care. Also, MLA sent a notice that their health care options should be up and running by August 10. I compared a H.S.A. to a H.R.A. and **Peoplekeep**, a program that allows employees to choose their health care. I am leaning towards the traditional policies, but I want to

wait to see what MLA comes up with. Also, I think we should start the program on January 1, 2019 unless we need to start the policy in this fiscal year.

We are all set up for fingerprinting.

I checked with Diane from Michigan Municipal League about CPR and AED Training and she said they thought it was a good idea and it wouldn't change our insurance premiums.

I checked with Kate from Woodlands about the mental health programs and she said they had already done a workshop on that topic, but she would suggest they do another one because it was really well received.

Alex is interested in being certified to be a notary, so he is looking into how to be certified.

Derek is planning on attending MLA Annual Conference this year.

Book club with wine and crackers was wonderful!

I am sure I will have more to report after this weekend and Bath Days!

Here are our Statistics for June 2018 compared June 2017 (thank you Derek)

Date	July 2018	July 2017
Visits	569	688
Check outs	748	573
Computer Use	119	315
New Cards	31	21
Tutoring People	7	16
Program Attendance	74	73
DeWitt Book Return	6	33
DeWitt Book Pick Up	0	6
Donations	6	18
Volunteer	2	36

## Proposed New Hire Schedule

1. August 8 release job notice
  - a. Facebook
  - b. Post in library
  - c. In newspaper
  - d. Website
  - e. Mich-lib listserv
2. Take resumes until August 22 (2 weeks)
3. Set up interviews for the week of August 27
4. Offer the position when finished with interviews (hopefully the first week of September)
5. New hires need to be finger printed, drug-tested (about a week)
6. New hires start training September 17 or earlier if possible.