

## Bath Township Public Library Board Meeting

April 15, 2020

Meeting via Zoom opens at 6:11 PM

PRESENT: Sue Garrity, Kristie Reynolds, Ken Jensen, Ryan Fewins-Bliss, Lynn Bergen

ABSENT: Theresa Kidd, Shannon Vlasic

APPROVAL OF AGENDA: Ken moved to accept agenda as written and Lynn seconded with unanimous approval.

PUBLIC COMMENT: Joana Bancroft and Charles Paape in attendance. No public comment.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: Lynn moved to accept minutes as written and Ken seconded with unanimous approval.

FINANCIAL REPORT: Kristie presented the financial report. Lynn moved to accept the financial report and Ryan seconded with unanimous approval.

AUDIT: Sue sent out all information for audit material journal for Kristie to do. Ken has email to Dane Porter who is in charge of the audit and Note 7 ASP 87 regarding leases and copier is part of what is leased.

POLICIES AND PROCEDURES: Kristie talked about four policies the auditors suggested we need. Kristie will talk to Anne Seuryneck about creating them. The fifth one we already have about paid time off, but it needs to be clarified for part-time staff. Here are the five policies to work on: 1) Capitol Asset Policy, 2) Fraud Risk Management Program, 3) Business Continuity, 4) Debit card policy, and 5) Paid Time Off policy.

Ryan asked about what decision was made on paychecks for staff during the time off related to the coronavirus shut-down. Kristie said we are still paying four employees (Christine, Charles, Carrie, Joanna) and had to lay-off Derek and Alex. Joanna will be taking pregnancy leave on April 27. Shae resigned in March.

MOVE TO NEW SPACE: Related to the lease information, a decision was made to go with Lindsey's change to the lease as presented by Kesler, then get his feedback. Kristie said something about the 2<sup>nd</sup> to last paragraph and added that she doesn't like how we're having trouble getting out of the lease. And, they're pretty set on the 15 years for the long term lease. Kristie did something about adding a new paragraph (26)??? that they're not willing to agree with. Sue will take a closer look at this and get it to Camy. Lynn suggested keeping exactly what this person recommended and don't change any words. Kristie and Sue agreed to meet on this.

We made a decision to hold off on ordering furniture right now; however, decisions could be made about what furniture we want now and be ready for when things open up. Staff is thinking about trying to "open" by May 1<sup>st</sup> but it might be a good idea to look at MLA recommendations on that. We will need sneeze guards. For temporary "sneeze guards," maybe we could use Mike Kidd or Dan (Shannon's husband) to devise temporary sneeze guards if necessary.

NOMINATION PACKETS: Discussed nomination packets to run for library board.

NEW BUSINESS: We will leave the issue Jack Phillips needs to address on agenda until he can be with us to discuss.

OPENING FOR BUSINESS: We will need a scanning thermometer, gloves, hand sanitizer, Clorox wipes among other things needed to safely open for business.

LYNN AS NEW TREASURER: Lynn wants us to keep in mind that 80% of our operating dollars comes from tax dollars, and 50% of expenses are used for salaries and benefits, consulting services, and what keeps our operation going with people.

COVID WORKSHOP: We will meet next on April 29 @ 5:00 PM called "Covid Workshop" to put final touches on being ready to open the library.

PUBLIC COMMENTS: Joanna thanked Kristie for keeping the operations of the library going extremely well throughout period of time dealing with the COVID-19 closing.

ADJOURNMENT: Ken moved to adjourn the meeting and Lynn seconded with unanimous approval. Meeting adjourned at 7:41 PM.

Minutes transcribed by T. Kidd on May 14