

## **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, JANUARY 15, 2019 – 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
9. Unfinished Business - Items for Discussion
  - a. Benefits Package – beginning 2/1/19
  - b. Selection of an audit firm
  - c. Strategic Planning Workshop
10. Items for Action (need a vote)
  - a. Policy & Employee Manual – drafts from Anne Seuryneck (continuing review)
    - i. Children in the Library
    - ii. Copyright
    - iii. Confidentiality policy (needs update to name)
11. New Business - Items for Discussion
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is February 19, 2019**

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, December 4, 2018*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Shannon Vlastic, Theresa Kidd,  
Ryan Fewins-Bliss (absent with notice, participating via SKYPE)  
(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie  
Frazer  
(Public) Deb Mercer

*Next meeting:* Regular Meeting: Tuesday January 15, 2019 @ 6:00pm.

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**I. Regular Business**

- a. Meeting called to order at 6:08pm.
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda as amended (addition re: 2018 budget), Shannon 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: Deb Mercer, explained upset over donor board being moved from front lobby.
- e. Disclosures of conflict of interest: none.
- f. Theresa moves to approve the minutes from 11/6 as presented, Lynn 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Attached. Oct 31<sup>st</sup> Financial Report. Over in a couple specific line items, but way under in overall spending. Ryan suggests that we boost Contractual Services up to \$32,000 and Technology to \$27,000, Travel to \$1,500, Office Supplies to \$8,500. \$43,500 change.

Take Legal down to \$2,000 from \$20,000. Insurance down to \$3,000 from \$8,000. Subscriptions down to \$500 from \$19,000, and payroll down to \$86,375 down from \$88,375.

In total, this is \$43,500 balances additions for specific line items above. Lynn moves to accept, Ken 2<sup>nd</sup>, all in favor.

### III. Librarian Report

Attached. Additionally, Casey is no longer with us. We are currently hiring to replace him. Attorney Anne Seuryneck states that it would be cheaper for her to write our policies and employee manual than to correct ours.

### IV. Discussion

- a. Budget; Attached. If we want Anne Seuryneck to write policies, \$4-\$6k, then we should consider a buffer to cover that - \$7,000. Ryan suggests one more look at the budget to squeeze more aggressive savings toward future moving expenses. Sue suggests changing donation amount to \$5,000 instead of \$1,000, saving us \$4,000. Kristie sSuggests dropping the Collection Development category down to \$34,200- these two changes will make our carry forward to \$19,450. Lynn moves to adopt 2019 budget with these changes, Ryan 2<sup>nd</sup>, all in favor. Kristie will forward budget with amendments to trustees.
- b. Benefits Package; Attached. Benefits begin on Feb. 1, 2019. Shannon moves to begin health benefits and retirement benefits as proposed for two full time employees on 2/1/2019. Theresa 2<sup>nd</sup>, all in favor. Lynn moves to provide \$500 / month for two full time employees starting at time of employment and ending Feb. 1<sup>st</sup> at commencement of paid benefits as voted on above, as replacement for benefits that took a long time to enact. Ken 2<sup>nd</sup>, all in favor.
- c. Policy & Employee Manual; As stated above, attorney Anne suggests that she re-write policy manual and employee manual as a cost savings measure, as her review and corrections of the policies Kristie created would cost more than a complete re-write. Shannon moves that we empower Kristie to hire Anne to complete both policy manuals at a cost below \$6,000. Ken 2<sup>nd</sup>, all in favor. Kristie will talk to Anne about adding a bid policy as well (how we evaluate and accept or deny bids.)
- d. Audit; Ryan has a list of audit firms to send a Request for Proposal (RFP) to. Audit firms will pitch a proposal to us based on that request. Ryan will send those letters out, and we will discuss responses at January meeting.

## **V. New Business**

- a. Annual Vote for Officers; Lynn moves to keep officers as they are, Ken 2<sup>nd</sup>, all in favor.
- b. Strategic Planning Workshop; we need to plan a strategic planning meeting for this winter. Kristie, Ryan and Sue all have some resources that they will check into for meeting facilitators. Keep on agenda for January.

## **VI. Closing**

- a. Public Comment: none.
- b. Board Comment: none.
- c. Theresa moves to adjourn the meeting, Ken 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:36pm.

## **CHILDREN IN THE LIBRARY POLICY**

### **I. Purpose.**

Children are welcome and encouraged to use the Bath Township Public Library at all times. The Library Board adopts the following Children in the Library Policy (“Policy”) with regard to children at the Library.

### **II. Definitions**

- A. “Child” means a minor under the age of 18.
- B. “Responsible Caregiver” is an individual who is responsible for monitoring or caring for a child and who must be at least twelve (12) years old.

### **III. Rules and Regulations.**

- A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians and responsible caregivers should review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and responsible caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
- C. Library Staff will not be expected to supervise or monitor children's behavior.
- D. Children ages five (5) and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages five (5) and under may not be left in the Youth Services Department alone.
- E. Children under the age of nine (9) must be attended by a parent, guardian or responsible caregiver at all times. The parent, guardian or responsible caregiver shall remain in the Library at all times.
- F. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent guardian or responsible caregiver at all times.
- G. If a child under the age of nine (9) is attending a Library sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
- H. Library Staff will not monitor whether children leave the Library building. Staff will not be responsible if unattended children leave the Library premises alone or with

other persons. This includes children nine (9) years or older who may be asked to leave the Library if the child is in violation of Library policy.

I. Unattended children shall be picked up at least ten (10) minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

J. Children nine (9) years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

G. Children nine (9) and older who are alone at the Library must have the contact information for a parent or guardian.

#### **IV. Violations/Enforcement**

A. Library staff will attempt to contact a parent, guardian, or responsible caregiver when:

1. The health or safety of an unattended child is in doubt;
2. A child is frightened while alone at the Library;
3. The behavior of an unattended child violates Library policy.
4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of fifteen (15) or the child needs assistance procuring transportation.

B. If a parent, legal guardian, custodian or caregiver cannot be reached within fifteen (15) minutes after closing or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

C. If the parent, legal guardian, custodian or caregiver can be reached within fifteen (15) minutes after closing and arrives in a reasonable time, the staff member shall explain the Library's policy and provide a copy of this Policy.

D. Any person violating this Policy shall be subject to the same enforcement and violations provisions contained in the Violations Policy.

## **CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS**

### **I. Policy; Library Records.**

It is the policy of the Chelsea District Library to preserve the confidentiality and privacy of Library Records to the fullest extent permitted by law. A "Library Record" pursuant to the Michigan Library Privacy Act and for the purpose of this policy means

"a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

For example, a Library Record would include, but not be limited to, surveillance video, patron circulation records, internet browsing history and program attendance records. "Library Record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. The Library Director shall be responsible for determining whether a particular document or video surveillance footage meets the definition of "Library Record."

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

### **II. Freedom of Information Act Requests.**

All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. "Library records" are exempt from disclosure under the FOIA.

### **III. Subpoenas, Court Orders or other Legal Process.**

Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other library document from (1) a State or Local law enforcement agency or (2) a Federal law

enforcement agency shall promptly notify the Library Director, or his or her designee. If neither is available, the Library Board President shall be contacted.

- A. **Consultation with Attorney.** The Library Director, his or her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
- B. **Action by Library Director.** After review of the subpoena, court order or other legal process, the Library Director, his or her designee, or the Board President shall take appropriate action to respond.
- C. **Opportunity to be Heard.** Depending upon the type of subpoena or court order, the Library may appear and be represented by counsel at a hearing on the request for records.
- D. **Confidentiality.** If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his or her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

#### IV. Consent.

In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a record may provide written consent for the release of that record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's library records by signing the disclosure and release statement granting consent on behalf of the minor.

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## **COPYRIGHT POLICY**

The Copyright Law of the U.S. (Title 17 U.S. Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Responsibility for possible copyright infringement lies solely with the user and Bath Township Public Library disclaims any responsibility or liability resulting there from. The person using this equipment is liable for any infringement. The Library shall post a copy of this Copyright Policy at all copy machines a printers.

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