

Bath Township Public Library Board of Trustees

Sue Garrity - President
Lynn Bergen - Treasurer
Larry Fewins-Bliss

Theresa Kidd – Vice President
Audrey Barton - Secretary
Ken Jensen

AGENDA, FEBRUARY 16 – 6 P.M.

Meeting In Person at BTPL

Zoom Link: TBA

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 (see agenda packet)
7. Financial Report – Treasurer & Director (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Board Orientation Training
 - b. Schedule Strategic Planning – next steps
 - c. Property Tax Refund – Update
10. Unfinished Business – Items for Action
 - a.
11. New Business - Items for Discussion
 - a. Staff Compensation Committee?
 - i. Board responsible for enacting policy & evaluating director
 - ii. Director responsible for recommending budget and presenting for board discussion and approval
12. New Business - Items for Action
 - a.
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is February 16, 2022, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, January 27, 2022

Present: (Board Members) Sue Garrity, Ken Jensen,
Theresa Kidd, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Absent: Larry Fewins-Bliss, Lynn Bergen

Public Present: Lynn Bergen (attending via zoom as members of the public)

Next meeting: Wednesday February 16, 2022 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda with the addition of item 11.a, a presentation by Jana. Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Audrey supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the January meeting packet. Kristie's review of the financial report is positive. Costs for the special election in November 2021 were slightly higher than expected, and the remaining cost was itemized appropriately. Audrey **motions** to accept the financial report, Sue supports, all in favor.

III. Director Report

Please see the full Director's Report in the January meeting packet. 2022 is off to a good start, with the addition of Elizabeth Evans to the team. Fully Staffed! Community engagement, in-person programming and events are doing well, and general statistics are up from years past. Kristie continues to search for the best service contracts for BTPL, most recently focusing on facility cleaning and IT services.

IV. Unfinished Business – Items for Discussion

- a. Refresh of Strategic Plan – The Board will meet next week, February 1st, for planning and trustee training.
- b. Property Tax Refund – Update – Awaiting information from the township treasurer.
- c. Completed Circulation Policy – Updated for clarity

V. Unfinished Business – Items for Action

- a. Approve updated Circulation Policy. Sue **motions** to approve the policy as attached, Theresa supports, all in favor.

VI. New Business - Items for Discussion

- a. Project presentation by Jana – Plans to increase local youth literacy, interaction and services for students in the Bath Township public school system by creating a student-classification card. These would be provided automatically to students, with an option to opt-out. The model presented is similar to that of many Michigan library systems that have partnered with school districts. The plan includes support and instruction from BTPL staff, possibly including instructional videos on Youtube. This is a wonderful way to further support the community and student body, and faculty. Sue **motions** to approve the next step forward, Ken supports, all in favor.

VII. Items for Action

- a. .

VIII. Closing

- a. Public Comment: Lynn comments that she finds this potential partnership with the school district to be wonderful.
- b. Board Member Comments: Audrey updates the Board on relevant Bath Public Arts Committee project proposals, and potential needs at the historical museum.
- c. Theresa **motions** to adjourn the meeting at 6:54. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report 02/10/2022

As of January 31, 2022 1 month = 8%

MSUFCU Savings \$ 95,224.30

MSUFCU Checking \$ 16,156.79

Notes:

- All January expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.
- Bath Charter Township transferred \$179,518.74 on February 1, 2022 which is 58% of anticipated tax revenue.

Lynn Bergen, Treasurer

Bath Township Public Library

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

January 2022

	Total		
	Actual	Budget	% of Budget
Income			
4000 Donation	23.35	2,500.00	0.93%
4100 Grant Income		5,000.00	0.00%
4200 State Aid		10,000.00	0.00%
4300 Tax Revenue		307,440.00	0.00%
4500 Penal Fines		35,000.00	0.00%
4600 Service Fees	57.68	1,000.00	5.77%
4700 Interest	4.04	50.00	8.08%
4710 Dividend		100.00	0.00%
4900 Uncategorized Income	31.15		
Total Income	\$ 116.22	\$ 361,090.00	0.03%
Gross Profit	\$ 116.22	\$ 361,090.00	0.03%
Expenses			
6000 Capital Expenses		7,000.00	0.00%
6010 Collection Acquisitions	3,127.93	25,000.00	12.51%
6020 Library Programming	362.32	6,000.00	6.04%
6200 Advertising & Marketing	43.38	3,000.00	1.45%
6310 Contractual Services	1,348.97	28,000.00	4.82%
6320 Legal & Professional Services		2,000.00	0.00%
6400 Payroll	10,905.91	140,000.00	7.79%
6410 Payroll Taxes/Benefits	1,747.53	16,000.00	10.92%
6430 Benefits	1,396.77	14,000.00	9.98%
6500 Bank Charges & Fees		200.00	0.00%
6510 Insurance	310.83	4,000.00	7.77%
6530 Meals		1,000.00	0.00%
6540 Membership		8,500.00	0.00%
6550 Office Supplies & Software	612.75	7,000.00	8.75%
6560 Professional Development		1,000.00	0.00%
6580 Rent & Lease	3,823.00	45,900.00	8.33%
6590 Repairs & Maintenance	677.07	9,000.00	7.52%
6620 Technology	860.28	11,000.00	7.82%
6630 Travel		2,000.00	0.00%
6640 Utilities & Internet	2,447.59	14,000.00	17.48%
Total Expenses	\$ 27,664.33	\$ 344,600.00	8.03%
Net Operating Income	-\$ 27,548.11	\$ 16,490.00	-167.06%
Net Income	-\$ 27,548.11	\$ 16,490.00	-167.06%

Directors Report

- Legal & Professional
- Staffing
 - The Staff has been working on streamlining procedures and creating an onboarding program for new hires.
- Scheduling
 - We were closed on the 1st to celebrate the new year.
- Upcoming Programs
 - We are slowly creating more in person programs, but they continue to have low attendance
- Community outreach
 - Working on the Safe Routes to School
 - Attended the Library of Michigan Foundation Board Meeting
- Technology
- Policy
- Continuing Education
 - Finished payroll class
 - Started Financial Policy Class
- Projects
- Statistics

January	2021	2022
Visit	64	453
Items Checked out	647	1210
Computer Use	Around 5	61 and 56 hours of use
Wireless use	76	
Hoopla	135	173
Overdrive	243	285
New Cards	18	42
Renewal Cards	31	40
Kanopy	0	8
Event Attendance	22	82
Virtual Program Attendance	11	92
Story Time Attendance	7	15
Passive Program Attendance	15	30
Ancesrty.com	N/A	N/A
Tutor.com	N/A	2
Reference Calls	131	133

Outreach	0	0
----------	---	---