

## 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, FEBRUARY 20, 2018 – 6 P.M.

1. Call to Order (including attempt at remote participation setup)
2. 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 (monthly, so not available at this meeting)
8. Librarian Report
9. Unfinished Business
  - a. Items for Discussion (no vote)
    - i. Negotiations with Bath Township for Transition – Ryan, with any updates.
    - ii. Acquisition of library law attorney for ongoing consultation, and most immediately a review of our bylaws – Anne Seurnyck contacted – waiting for reply.
    - iii. Update on Library Director job posting – Upcoming call to review candidates, 10 a.m. EST Friday.
    - iv. Updates from committee to review Integrated Library Systems – Apollo by Biblionix (quote attached).
    - v. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative – waiting for reply.
    - vi. Library Security – Cameras, mirrors, etc.
    - vii. Renegotiation of lease. Mr. Kesler offers to leave amount the same this year to accommodate our first-year budget, with increase to \$7/square foot/year next year with 3% annual increase thereafter. Waiting for reply on 2 years at current rate with us covering cleaning, painting, ceiling tile replacement.
    - viii. Program/Policy Committee – updates.
    - ix. Advertising opportunities – who do we invest with?
    - x. Thursday, 2/22, ASK taking over IT support.
    - xi. Participation in Arts & Literacy Night.
  - b. Items for Action (need a vote)
    - i. Vote in support of accepting quote from Biblionix and moving forward as quickly as possible with implementation.
10. New Business
  - a. Items for Discussion
    - i. MeLCat training 3/7 in Lansing – recommendation to close the library on this day. Attending: Sue, Derek & Alex.
    - ii. Apollo training and conversion.
    - iii. ASK onboarding us as an account; Michigan Network Consultants services ending, Thursday 2/22.

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- b. Items for Action
  - i. Acceptance of recommendation for closure on 3/7 for staff training.
- 11. Public Comment – Limited to 3 minutes
- 12. Board Member Comments
- 13. Adjournment

Minutes 02/06/2018

Board Attendance: Sue Garrity, Lynn Bergen, Theresa Kidd, Ken Jensen, Shannon Vlastic, Ryan Fewins-Bliss

Public: Derek Barth

Meeting called to order at 6:01pm by Sue.

Moment of civic reflection.

Theresa moves to approve tentative agenda, Ryan 2nd, all in favor.

Public Comment: None.

Disclosure of conflicts of Interest: None.

Theresa moves to approve minutes with adjustments as discussed, Ryan 2nd, all in favor.

Financial Report: We have money and bills! Need to get QuickBooks up and running (per Ken- still no ILS#) Most millage funds collected, no penal fines yet.

Librarian Report: Cribbage Club and movies discontinued due to lack of interest & group no longer meeting at senior center for food first. 100 visits more for the month than this time last year.

DISCUSSION:

Transition: Ryan meets with Dan on Thursday to settle expenses.

Finishing transition before securing new attorney Anne.

Library Director post went out. Can we post it to Library Sciences @ MSU? Sue will check. Will stay posted for 2 weeks as is, will be re-posted after 2 weeks with salary range made public. Starting pay somewhat negotiable and allows for room for growth with right individual.

Patron charges for printing: keep the same for now. Allow director to set policy.

ILS Updates: "Apollo people kicked butt!" - Sue. :) Verso- not communicating, less confident in customer service. Derek says Apollo is very user friendly and would be great for patrons. Ken says Apollo is top runner from IT perspective. Libraries that use this system seem to love it. Alex likes it, per Lynn. Sue will get final quote.

We have submitted application to be part of MELCAT.

Membership w/ Woodlands: Kate says we need resolution vote to become members. We can't file for state aid this year. Their board will look at these issues.

Shannon moves to create resolution to become members of Woodlands Overdrive co-op. Lynn second, all in favor.

Security - Keep on agenda. Sort out lease & hire director first. Do homework for future meeting and keep on agenda. Ken suggests Nest Cam. Think about it.

Days of operation: Close Feb. 19th, put on website & Derek will post sign. Future: check with other libraries re: dates closed. Stay open on Good Friday. Keep policy as is until director is hired, Put on agenda for re-visit in April/May.

Lease: Current rate for one year, then \$7/ square foot / year with 3% annual increase. 2019 = \$15,680. March 31st deadline to sign. Library needs maintenance. Use this as bargaining tool. Sue will pursue and report back.

Dewitt transition: Memo of understanding. DLEA = District Library Establishment Act. #2 & #4; January 1st, 2018, not July 1, 2017. Sue will have temp lawyer look over contract and we will vote after Dewitt approves.

#### ACTION:

Program/ Policy Committee: March and April (2 month) commitment. Clean up policies to post on walls and website. Try to pull together by April meeting (April 3, 2018.) Theresa and Lynn volunteer.

Ryan moves to create ad hoc Program & Policy Committee & name Theresa and Lynn as members. Shannon 2nd, all in favor.

Electronic Participation in Meetings: Theresa moves to create temporary agreement allowing electronic attendance to library board meetings and establishing that electronic attendance does not count toward quorum but does secure attendee's right to vote. This temporary agreement shall be replaced with adoption of bylaws. Shannon 2nd, all in favor.

#### NEW BUSINESS:

Sick day policy: continue as is until policy is created by new director.

Advertising Opportunities: Summer solstice party, Bath Days, Baseball, other ideas? Discuss at next meeting.

Public Comment: None.

Art & Literacy Night: we have a table. Potential donation? Discuss more at next meeting.

Board Comment: none.

Ryan moves to adjourn, Theresa 2nd, all support.

Meeting adjourned at 7:39pm.



2/7/2018  
Q180207-20

# Quote

To: Sue Garrity  
Bath Township Public Library  
14033 Webster Rd.  
Bath Township, MI 48808

This quote is based on the following about your library:

Number of Items:	10,000
Annual Circulation:	10,000
Previous ILS	Surpass
Number of Locations	1

<b>Annual Item:</b>	Description	Price
Apollo ILS/LSP	Hosted Service: Includes server capabilities and storage for all automation data, backups, upgrades, on-line training, customer service, and all current features except current and future extra cost options. As an Apollo customer this base price would be guaranteed for 3 years. (annual subscription)	\$800
<b>One Time Item:</b>		
Migration Fee	Fee to receive and import your data into Apollo. Included as well as data analysis, MARC format error correction, and one-on-one help for policy and options settings.	\$800
<b>Optional Items:</b>		Price
Gabbie	Two-way texting with renewal capability. Unlimited number of SMS messages. (annual subscription)	\$100
Content Café 2	Catalog enhancement on most titles from Baker & Taylor. Some mix of full-color jacket images, summaries, tables of contents, annotations, excerpts, bios, flap text. (annual subscription)	\$300
Content Café 2 Plus	All catalog enhancements in Content Cafe 2, plus professional reviews. (annual subscription)	\$500
Kids catalog	Use of Apollo's public Kids Catalog. (annual subscription)	\$300
Acquisitions Module	The perfect solution if you have multiple budgets and buyers and order from multiple vendors. Includes EDI functionality. (annual subscription)	\$1,500
Auto-Calling	Auto-calling feature for patron notifications. No phone line or hardware needed. Post-billed.	\$0.10 per call post-billed

**Terms:**

- o Data Ownership: Your data that is in Apollo belongs to your library. You can download all of it for free at any time. This might be for your own backup or to change systems. It IS your data.
- o The total of the migration/setup fees, subscription fee, and option fees (if applicable), is billable at the time you begin using Apollo. Your test and trial time is free.
- o Payment terms are 30 days.
- o This quotation is valid for 90 days.
- o Cancellation: The library may cancel its subscription at any time by written notice. Biblionix may cancel the subscription with a 120-day written, certified mail notice to the library director. In either case, for the Apollo subscription (not for the options), a prorated refund will be made for any unused subscription term.
- o Security: The library is solely responsible for the creation, security, and management of its passwords. Biblionix maintains practices to otherwise ensure the security and confidentiality of the library's data.
- o Privacy: Each library is the sole owner and user of its total data set. Biblionix manages the data solely for library's own use and makes no other use of it. Biblionix may gather and report aggregate statistics across many libraries.

Thank you for your consideration of Biblionix and Apollo.

Sincerely,

Cameron Charbonnet  
Biblionix, LLC

401 Congress Ave. Ste 1540  
Austin, Texas 78701