

Bath Township Public Library

Meeting Minutes

Tuesday, May 15, 2018; meeting called to order at 6:09pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlasic, Theresa Kidd. Ryan Fewins-Bliss. (Public) Kristina (Kristie) Reynolds, Derek Barth, Alex Suarez

Next meeting: Tuesday, June 5, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection
- b. Lynn moves to approve the agenda, Ryan 2nd, all in favor.
- c. Public comment on agenda items: Derek supports the boards decision to hire a different director.
- d. Disclosures of conflict of interest: none
- e. Theresa moves to approve meeting minutes from the last meeting as presented, Ryan 2nd, all in favor.

II. Financial Report

Nothing to report this meeting. See May 1st meeting's report for May's financial information.

III. Librarian Report

- a. We added 48 new titles to our collection this month, primarily adult fiction including several books published within the last year. I note that several of these books were checked out while on our blue cart before we could put them into our new book display cart.

Statistics for April compared with last April— Visits - 523, down from 561; Items checked out -448, up from 311; Computer use—184, down from 221; New cards issued—12, down from 13; Tutoring People—2 down from 50; Program attendance—20, down from 38; DeWitt books returned—24, up from 19, DeWitt books picked up—12, down from 19; People who made donations—26, up from 16; Volunteer hours—16, down from 34.

Unfinished Business

Sue explained that our new director, Kristie Reynolds, can now be involved in making decisions on several of the items listed below:

- b. Final updates & review of bylaws – no report
- c. Review of policies & procedures – no report
- d. Health care/benefit options – no report
- e. Library security – New director should be bonded and insured relating to security. We should consider an alarm button on the back door. We should decide to implement things that might not be our landlord’s responsibility.
- f. Logo – no report
- g. Janitorial services – no report
- h. Advertising – no report
- i. Moving to larger space – no report
- i. Cost for Membership, Overdrive, and other items associated with Woodlands Cooperative – There is still no reply from Kate at Woodlands. Woodlands might be having difficulty figuring this out since we are a brand new library. Kristie serves on the P&E Committee at Woodlands. In October we will be eligible to apply for state aid. They have approved us for membership in October.
- j. Comments from Aaron Stephens on check signing procedure – Ryan is still waiting for a reply from Aaron and wants to put this item on “carry over.”
- k. Updates on technology. Planning for installation of new firewall, switch and access point. Some additional cabling will be necessary. See attached proposal – Sue explained the attached proposal and asked how we feel about spending \$200 per data drop to get hook-ups in our current rooms to replace

existing drops? Discussion ensued. It was decided that Sue will get back with Ed and ask him to rewrite the cost estimate without adding additional drops and to upgrade our existing drops and will get ASK to give us a new quote? We agreed that Sue can move forward on making this happen. Ryan asked if we will be able to move on to VOIP (voice over internet protocol) once we get this in place? Sue agreed to explore the VOIP question.

l. Renegotiation of lease (coordinating phone call with Gary Bender of Murphy & Spagnuolo to discuss modifications) – Sue was at her daughter’s college graduation so wasn’t able to move on this without access to a phone connection in the Blue Ridge Mountains. Sue will pursue this now that she has returned.

m. Library Director – We are happy to announce that our new Library Director is Kristie Reynolds.

Discussion regarding background checks - KDL ran our background checks and it was only an ICHAT (Internet Criminal History Access Tool) check. For the record, we discussed if we should do additional background checks. Sue wasn’t able to get back with police before now. The company Sue works for uses LaborChex and she will check with them to see what kind of routine checks they do. Ryan’s company uses “Fieldprint” that we might want to consider. Kristie will check around, too. We are thinking it is better to use something in addition to ICHAT. We discussed using FBI fingerprint checks. FBI fingerprint NSOPW (national sex offenders public website). Should we consider drug testing? We need to discuss this in more detail later, but right now Sue is not worried about further background checks at this time.

n. Our new Library Director’s, Kristie Reynolds, first day will be June 11 – Discussion centered around doing some form of training to help prepare Kristie for her first day.

- Derek, Alex, and Sue will meet and list some important things that Kristie should know about. Ryan will take care of the payroll details, accessing website and Facebook page, etc. Prioritizing this will be important and then we will need Kristie’s feedback.
- Healthcare benefits need to be addressed. Kristie mentioned that her husband has decent benefits and she is currently covered through his insurance. She would consider a stipend in place of health benefits. MLA is supposed to have a benefits package available for members as of July 1. We could check into that once the information is provided. We need to also consider vision, dental, workman’s compensation, and PTO plans.
- To Kristie: if there are materials we need to provide you, please let us know about those needs. We will set up an email account for Kristie that will help with communications.
- Kristie would like some of the background programs for now. Ryan said he is very flexible about continuing doing what he’s doing now and maybe we don’t have to bother Kristie about that for now. Sue said she is also flexible with what she is handling.
- Ken: We need to prepare a Facebook notice that we have a new librarian. Ryan volunteered to bring something to our next meeting that related to Kristie’s employment with us. We will also need to determine where we will post it.
- Sue: Wants all of us to have “headshots” done for news announcements.

- Lynn: We need to discuss having an open-house for our new library and librarian. Ryan asked Kristie to send ideas his way and he'll incorporate that into what is decided.

IV. New Business

Items for Discussion

- Beginning on May 24, we will be a new **Michigan Activity Pass library!** Thank you to Shannon for bringing this to our attention! We can include this information in our new-library-roll-out campaign.
- **Collaborative Summer Reading Program:** Jennifer at DeWitt Public Library offered to us their summer reading program if we need it. Bath Township Parks & Rec will work with us on a couple of summer things. Friends of the Bath Township Public Library might donate money to our summer reading project. We have budgeted \$6000 toward programs for the entire year. A flyer should go to the school on the 28th about our summer reading program.
- Groups we might consider appeals to: Sons of American legion, the American Legion proper, American Legion Auxiliary, PTA, and Lions Club. Ken volunteered to let them know that our new librarian has been hired.
- **Summer Reading Dates:** The summer reading program will begin the 3rd week in June and will end the 2nd week in August. Some supplies have already been ordered.

V. Items for Action

- **Meeting Dates for June & July:** We discussed continuing to hold two meetings per month or beginning our eventual planned one meeting per month. It was decided that we would continue holding two meetings per month so we can take care of business decisions that are important to establishing our new library. Theresa moved that we meet twice each month in June and July to take care of as much business as possible before we begin our once-a-month meetings. Ryan seconded. All in favor. For the next two months we will meet twice monthly. Meetings in June will take place on June 5 and 19. Meetings in July will take place on July 10 (moved to 2nd Tuesday because of the July 4 holiday) and July 24.

VI. Closing

- a. Public Comment – Limited to 3 minutes

Alex is happy to meet Kristie, and is happy to know we have an official beginning date for her employment. Derek agreed.

- b. Board Member Comments

There will be a Michigan Library Association (MLA) Conference on June 1 9-4:00 in East Lansing. Ryan and Theresa are considering attending this conference.

Lynn asked that “MLA Conference Reports” be placed on the June 1 agenda for those who decide to attend. Conferences are considered “professional development” and expenses incurred can be reimbursed to board members and employees who attend.

- c. Lynn moves to adjourn the meeting. Ryan seconded and all in favor.

Meeting adjourned at 7:20 PM

Minutes taken by Theresa Kidd