

## Bath Township Public Library Meeting Minutes July 17, 2025

In.attendance: (Board members) Sue Garrity, Lynn Bergen, Diane Doberneck, Don Keller

Absent: Theresa Kidd, Audrey Barton

Public.Present: None

Next.meeting: August 20, 2025

### I. Regular Business

- a. Meeting called to order at 6:02 pm
- b. Moment of civic reflection
- c. Don motions to approve the agenda, with the change from April to June. Lynn seconds. All in favor
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Don motions to approve minutes from June as written. Lynn seconds. All in favor.

### II. Financial Report

Please see the full Treasurer's Report in July packet. It is a positive report. Diane motions to approve the financial report. Don seconds. All in favor.

Sarah adds that BTPL regular donations are a bit lower than anticipated. Restricted donations are a bit higher than anticipated. She will re-evaluate and suggest budget changes if needed.

State income is completely in and is more than expected. Income from Bath Township came in. We are waiting to receive penal fines. Once they come in, we will make any needed adjustments to the budget at that time. Last year, the penal funds came in August 1<sup>st</sup>. We may know by next meeting.

At this point in the year, books and physical materials are a bit lower than anticipated and streaming is a bit higher than expected. Streaming prices are increasing. One option to manage this is to put a monetary limit on Hoopla at a set amount. Once that limit is reached, then no more Hoopla for the month. We do not necessarily have to modify that right now, but there are options if we need to.

Contractual services will need to be reevaluated in our budget. Our previous printer was purchased and paid off. For the new printer, we will need to evaluate the cost of the lease on the new printer in the budget.

Insurance will also need to be re-evaluated due to the worker's comp coverage.

Sue motions to accept the director's financial report. Don seconds. All in favor.

### III. Directors Report

Please see the full Director's Report, Adult Report, and Youth Report in the July packet. Sue motions to accept the director's report. Don seconds. All in favor.

In addition to the Director's Report, Sarah updated us on patron computers. Patron computers need to update from Windows 10 to Windows 11, starting October 1<sup>st</sup>. The six towers are not able to migrate to the new software and one will need a monitor replaced to make the software upgrade. We will look into the security and antivirus coverage options with VC3. In the past, BTL has been able to access resources, discounted equipment, and licenses through TechSoup for nonprofits.

Piano Discussion:

- Piano pros: historical; it's over 100 years old; made in the United States; it does get used; people can learn to play or practice at the library
- Piano cons: it's out of tune; people who are learning to play on it by ear may not be learning what they want to learn; it takes up space; when it's played, it disrupts the other patrons; echoes through the library

Could we identify who else might be able to look at the piano? Sue has a suggestion for this.

State Court Administrative Office has a program for library folks to be trained to provide self-help desk or legal kiosk, which would come with a computer and a printer. The training would make sure library staff would know where the legal line is for pointing out resources versus giving legal advice (a no-no). 6-hour in-person training and webinars on their website to learn about different topical areas members of the public might have interests in. Training would also cover how to navigate the website. Sarah will work to submit a grant application for this.

### IV. Unfinished Business—Items for Discussion

- a. Policy committee will continue its work.
- b. Diane motioned to move to a closed session at 7:12 pm. Lynn seconded it. All in favor. Discussion was held. At 7:25 pm., Sue moved to adjourn closed session. Lynn seconded. All in favor.
- c. Sue will talk to Kate at Woodlands and get back to us about board strategic planning.

## V. Unfinished Business—Items for Action

None

## VI. New Business—Items for Discussion

- a. Sue described the Director's Job Description (adopted version of 4/16/18) history was described and the accompanying Annual Evaluation Form for Trustees. All trustee forms are due to Sue 1 week before the next meeting (by August 13<sup>th</sup>) so that Sue can aggregate the forms' data into one report. Trustees may add comments to the end, which would be anonymized and shared with Sarah. Sarah brought up the possibility of asking staff to do a review and give that information to the board directly. Sue offered to be the one who gathers that staff evaluation. Sue and Sarah will work on that together. Don brought up the possibility of Sarah doing a self-evaluation, so that we would have more of a 360-review process. Don will find some examples of self-evaluation, send them to Sue, and Sue will give them to Sarah. Diane moved that 1) trustees, including those who are not in attendance today, complete and return the director's evaluation to Sue by August 13, 2) Sue and Sarah work together on questions and a process for staff evaluation, and 3) Don send self-evaluation questions to Sue. Sue seconded the motion. All in favor.

## VII. New Business—Items for Action

None

## VIII. Closing

- a. Public Comment: None
- b. Board member comments: None
- c. Sue motioned to adjourn at 7:46. Don seconded. All in favor.

(Minutes recorded by Diane Doberneck, board member at large)