

Bath Township Public Library

Meeting Minutes

Wednesday, April 16, 2025

Present: (Board Members) Sue Garrity, Lynn Bergen, Diane Doberneck
Don Keller, Theresa Kidd, Audrey Barton
(Library Director & Staff) Sarah Rick, Nayeli (Joana) Bancroft

Absent: none

Guests: Clare Membiela and Joe Hamlin (Library of Michigan)

Public Present: Jana Slisher (youth librarian)

Next meeting: Wednesday May 21, 2025 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:00 pm with Sue introducing the Rules of Order
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Don supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Clare and Joe from the Library of Michigan join us to take a closer look at the process of becoming a district library.
- g. Lynn **motions** to approve the minutes from February. Don supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in April meeting packet. Lynn covers the March and April reports. She reviewed and verified everything submitted by Sarah, and asserts that it looks good.

Don **motions** to accept the treasurer report, Diane supports, all in favor.

Sarah explains that she needed to call the township to chase down some money still owed to BTPL, and that the Treasurer forgot to send the check. She was in the process of drafting a second check for the library.

When looking at the budget, Sarah explains that some annual expenses were paid, which can make the budget seem unbalanced since these costs are in one lump sum rather than monthly

installments. Don is pleased to note the year to date numbers from last year, and notes that the tax revenue is actually higher this year. Lynn adds that timing has something to do with large differences, too. Sarah explains that tax income typically goes up annually.

Don **motions** to accept the financial report, Lynn supports, all in favor

III. Director Report

Please see the full Director's Report in April meeting packet.

Sarah tells the Board that there were two incidents regarding unaccompanied minors in the library, and invites the Board to review the reports.

The transfer to VC3 is nearly complete, and Sarah will follow up with Convergence regarding money owed to BTPL. The library will soon receive a new printer, and the new deal with Visual Edge IT will result in money saved up-front and monthly.

The Board is pleased to hear that the fire door project is progressing, and may come in far less than the original quote of about \$10,000. By moving the location of the door, the new design will take less work to cut through the wall (thus the lower cost) but will require a ramp. This will still save money, and Sarah hopes that the remainder of the grant can be put towards ADA improvements around the library. Then, a new quote from the landlord came in again at \$10,000 – very unfortunate! To make the additional improvements (power-assist doors for the b bathrooms) will require about \$6,000. Sarah says that money from ALA can still be used, but pulling money from savings maybe needed. She will look into further grant opportunities.

Sue suggests that the library look for more bids.

Community engagement continues to grow, with very popular programs for patrons of all ages!

IV. Unfinished Business – Items for Discussion

- a. Employee policy review report from sub-committee – The sub-committee report will be revisited at the May meeting. However, Sarah mentions that BTPL does not have a maternity leave policy, and wonders if this is something the Board would like to consider. Don suggests that the policies from comparable libraries be considered. Joana reminds the Board that policies in need of attention after our discussion with Clare include ACA and credit cards.

Sarah adds that Jana would like to have a debit card to use for purchases for library programs. Joana explains that she'd need to be added as a user on the bank account,

and it would also involve insurance – it is complicated because it's connected to the debit account. A credit card would be a simpler solution.

V. Unfinished Business – Items for Action

- a. none

VI. New Business - Items for Discussion

- a. none

VII. Items for Action

- a. none

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: Sarah reminds the Board that Kate is coming on April 29 for board training, at 6pm. This technically is considered a meeting, as the present board members will meet the requirements for quorum. The public is also allowed to attend. Joana asks a financial question about the money left over from last year. She asks if the remainder will be kept in an account, moved to savings, and if there is a plan for that. As she is the second person reviewing the account, she wanted to be sure this was kept in mind. Lynn adds that the cost of auditors may eat up much of it, and suggests the money not be moved until they are paid. Having a plan or policy for this sort of remaining funds may be helpful in future years.

Lynn asks about the outcome of the audit - there were two! One for background checks and one for financials. Sarah says that in regards to background checks there are a few things to change in the policy, and she's waiting to hear back about updates happening there. Sarah is waiting to hear back with the financial audit, as they had questions about PTO and how it compares to 2023. Sarah explains that since the library switched from Paychex, it's difficult to supply files. Joana adds that she has all of these files and is happy to share. The audit is still technically ongoing, according to Sarah, as she continues to communicate with them. Lynn requests an audit update at the May meeting, so the Board can decide what to do with the remaining money.

Sue intends to seek more detail regarding money for the library, coming from the township. As she recalls (and she will check documentation) the previous information from Clare does not line up with what she presented tonight. The Board needs to spend more time evaluating and exploring options.

- c. Theresa **motions** to adjourn the meeting at 8:01. Don seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

