

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, August 20, 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

*Public Present:* Henry Barton, Jana Slisher

*Next meeting: September 17, 2025 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:01 pm with Sue introducing the Rules of Order
- b. Moment of civic reflection.
- c. Theresa **motions** to approve the agenda, Lynn supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Audrey **motions** to approve the minutes, with the removal of the unnecessary word “how” on page two, line two. Theresa supports, all in favor. Don **motions** to accept the minutes from the closed session, Sue seconds, all in favor.

### **II. Financial Report**

Please see the full Treasurer’s Report in August meeting packet. Lynn attests that the budget is healthy and right on track.

Diane **motions** to accept the financial report from Lynn, Sue supports, all in favor.

Sarah shares that she will soon propose an amendment to balance out the donations and grant monies that have come into the library. Penal fines funds arrived, and are more than expected. She suggests that the penal fines line in the budget stay the same for next year’s budget, and that digital rental expenses are higher than expected. She will look more closely at the Restricted Donations and Reimbursable Expenses accounts, as they should match up more neatly. The PTO and Benefits expenses will also be adjusted by Sarah. The Contractual Services line item stands at about 80%, largely due to a timing issue with the Convergence switch-over. The library has been reimbursed, and this will balance out when Sarah does so. She also intends

to review a \$600 charge from the recent audit, related to four journal entries. The Bank Charges and Fees overage is due to ordering checks. Insurance came in a little higher than expected, too. Sue adds that this movement is normal.

Diane **motions** to accept the financial report from Sarah, Audrey supports, all in favor.

### **III. Director Report**

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

Don suggests that moving forward, the Staffing category of this report include any openings at BPTL. The Board also asked questions about the circulating hotspots, and brainstormed for solutions regarding excessively overdue check-outs, and how to make this service function better for the community.

Sarah shares that the rear fire door installation is nearly complete. She has a few loose ends to tie up with the landlord, including the installation of an accessibility ramp. Overall, library usage statistics are healthy, and BTPL continues to grow in many ways. Fall programming will include multiple new events, so keep an eye out for upcoming announcements.

### **IV. Unfinished Business – Items for Discussion**

- a. Report of Sub-Committee regarding ESTA/PTO - Sarah pointed out a few suggested clarifying changes to the EST section, the Payment of Wages section, as shown in the packet.
- b. Appropriate management of funds re: Public Act 164 of 1977
- c. Strategic Planning plans – Sue is waiting to hear from Kate from Woodlands, and expects this planning workshop to happen in March or April of 2026.

### **V. Unfinished Business – Items for Action**

- a. Vote on ESTA/PTO Policy - Don motions to accept the revised ESTA/PTO Policy as written in the packet, Diane seconds, all in favor.

### **VI. New Business - Items for Discussion**

- a. Director's Performance Evaluation - Sue reminds the Board that the evaluation is tied to the job description, item by item. Board members received a compiled version of the evaluations and comments, to review before the meeting. Sue says that Sarah is in a good place with the Board, and explains that "U" responses on the evaluations are quite common and nothing to worry about. Sue intends to share some comments and Sarah's self-evaluation without it becoming a discussion in this meeting. She asks if Sarah has questions or suggestions to share with the Board. Sarah refers to a comment about how to best increase the library's finances, and suggests talking with Kate from Woodlands for fresh ideas, gaining space by buying property rather than renting a space, and looking again at districting. She shares that it has been very helpful to amend and

examine the budget more often. Space is at a premium at the library, and there is a need for storage, gathering space, and even personal storage within Sarah's office. She requested suggestions for solving storage issues. She also shares that it's sometimes difficult to know when to step in, since our small staff makes departmental divisions fuzzy and she wants to avoid micromanaging. The Board assures her that she has support, and that it takes time to settle, establish relationships and grow into a leadership role.

#### **VII. Items for Action**

- a. none

#### **VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: Sue thanks everyone for being present, and the effort they put into the evaluation process. She thanks Sarah for introducing new ideas for the evaluation process.
- c. Audrey **motions** to adjourn the meeting at 7:22. Diane seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)