

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, February 19, 2025*

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

*Absent:* none

*Public Present:* none

*Next meeting: Wednesday April 16, 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. Theresa **motions** to approve the agenda, Lynn supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Sue **motions** to approve the minutes, with the change of “with” to “when” in paragraph 5 of page 3, bottom line. Don supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer’s Report in the February meeting packet.

So far, so good! At the close of January, Treasurer Lynn reports that the BTPL budget is on track and healthy. She and Sarah took a moment to explain how and when monies from taxes, the millage, and penal fines arrive at BTPL.

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

Sarah points out in the Quickbooks Budget vs Actuals (p.10) that the remainder of the Tax Revenue arrived just this week, and fit right into the expected amount in the budget. She adds that although payroll is listed at 12%, PTO has not yet been included. So, this amount will change and she intends to speak with the auditor about this. Don suggests that a monthly break-down of the budget may be useful to track on a calendarized basis, and requests that Sarah generate this report - he is pleased with the report tonight, but would appreciate seeing the information in a monthly lay-out as he familiarizes himself as a new Board trustee. Other

Board members agree, this would be appreciated.

Sue mentions her appreciation for having budget work like this handled in-house, saving BTPL money and increasing efficiency.

Sue **motions** to accept the remainder of the financial documents, Don seconds, all in favor.

### **III. Director Report**

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

There is no update to the Michigan Sick Leave and Vacation Policies (ESTA), but Sue shares that she heard through the grapevine at her job that another change is expected within the next few days. She suggests that nothing be done at BTPL until we hear the latest update in the negotiation process.

During her vacation, Sarah shares that the staff handled everything well at BTPL. It's a busy time of year, with lots of programming. The winter reading program has been successful, so far! Grand prizes will be drawn at the end of February. The world travel theme has been especially popular.

The switch from Convergence to VC3 is expected to happen on March 3. This is partly funded by grant monies from the Woodlands Cooperative. Sarah checked in about the grant BTPL applied for, to fund an emergency back door exit. She learned that this grant money, if BTPL wins, will not be held back due to federal changes.

Sarah is ready for the financial audit team to arrive. She also continues to work on cleaning up documents and data collection (see the improvements in the statistics table at the end of her report).

Thank you to the many community members who chose to donate items during the library's Gnome Wishes donation drive. A special thanks is due to the local Girl Scouts troop for their help! Please note a typo at the bottom of the Adult Report – volunteers contributed a total of 22.2 HOURS of service at BTPL in January.

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

- a. Update on implementation of ESTA – no update this month
- b. Election of Officers for 2025 Board – Sue opens up the discussion, offering the opportunity for Board members to share what they'd like to do. Theresa shares that she'd be happy to relinquish the VP position, but doesn't mind continuing in this role. Lynn is content to continue as Treasurer for another year. Sue adds that she would be happy to hand off the position of Chair, and reminds others that the curation of the agenda and packet is essential, as is spending extra time in training and workshops. Diane shares that as a new Board member, she would like to continue learning about BTPL before launching into any leadership role.

The consensus seems to be that keeping the current positions would be acceptable. Sue recommends that the Board focus on education and strategy, this year. An example of this is to have the Woodlands Co-op join us for further training.

- c. Formation of sub-committee to review all employee policies – Reviewing these policies is an important task, and a great way for Board members to become better informed about the inner workings of BTPL. Sue asks that whoever joins this sub-committee please keep an eye out for potential issues and confusing pieces, which would then be brought to the Board. Diane and Don both offer to join this sub-committee, as it is a great opportunity for new Trustees. Sarah will provide the most up-to-date version of these policies in print, ideally with revision dates and other helpful information as the starting point for this review process. Don requests a soft copy, so that changes can be typed in and shared with ease. Sue reminds us that a sub-committee usually has only two members, so as not to violate the Open Meetings Act.

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

- a. Vote on 2025 Board officers – Audrey **motions** to maintain the current Board positions, for the 2025 year. Don seconds, all in favor.
- b. Vote to form sub-committee – Sue **motions** to form a sub-committee to review all employee policies that includes Diane and Don. Theresa seconds, all in favor.

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

- a. .

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

- a. .

#### **VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: Lynn shares that there's a line in the budget about bed bugs, and wants to provide more information. A "K9 Bed Bugs" unit came in searching for them, which is a routine practice, and the dog reacted to something in the used book sale room. It didn't find anything in the rest of the library. The suspect books were removed from the facility, and then staff used a high-temperature device to manage any further problem. Sue adds that in the past the library had problems with bed bugs, and it's a common problem with libraries across the nation. Lynn asks if the dog should be brought back to double-check, and Sarah reminds the Board that it would likely require a budget adjustment. Sue suggests that the Friends of the Library may be willing to fund a secondary visit. Jana suggests that these companies often offer a discount if other area libraries schedule a visit on the same day. Lynn refers the Board to a news article about the Harrison Public Library, which recently went through a bed bug ordeal that led to new policies and procedures regarding book intake.
- c. Audrey **motions** to adjourn the meeting at 7:01. Sue seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)