

Bath Township Public Library

Meeting Minutes

Wednesday, September 17, 2025

Present: Sue Garrity, Lynn Bergen, Don Keller, Diane Doberneck, Theresa Kidd, Sarah Rick

Absent: Audrey Barton

Public Present:

Next meeting: October 15, 2025

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. Approval of Agenda: Diane motions to approve the agenda, Lynn supports. Sarah wants to add “Update of primary contact for MSUFCU bank account” under New Business. All in favor with that change.
- d. Public comment: None
- e. Disclosures of conflict of interest: None
- f. Review and approval of minutes (see minutes in September meeting packet): Sue motions to approve the minutes, Diane supports, all in favor.

II. Financial Report

Lynn presents the financial report summary (see report in September meeting packet). Lynn feels our finances are in good order.

Due to an extremely busy month, Sarah was unable to make necessary changes for this month's full financial report. Those changes will be made. Don motions to accept the financial report, Diane supports, all in favor.

III. Director Report

Full Youth and Adult Reports are included in September's meeting packet. See detailed report in packet. Sarah highlighted the following in her report:

- Sarah attended the Woodlands Library Cooperative meeting in person at Albion District Library.
- The library had an adult after party for summer reading.
- WKAR came to Read and Play at Wiswasser Park.
- Joana has continued to have programs at the senior center.
- Jana continues storytime at the Children's Garden Daycare.
- For Bath Fest, the library had a bike decorating station for kids. They, along with staff and Safe Routes to School members, joined in the festival parade.

- Jana was at the middle school and elementary school's open house where she talked with parents about behavioral issues in the library.
- Sarah attended a meeting at the Bath Museum related to the 100th anniversary of the Bath school disaster.
- Sarah is revisiting our Children in the Library Policy.
- Jeannine and Joana participated in the Inclusive Libraries Virtual Conversation Group related to better serving patrons with disabilities.
- The fire door has been installed. Work still needs to be done on outdoor pavement area.
- Jana and Friends of BTPL painted the teen area.
- Sarah submitted the Interim Report for the Libraries Transforming our Communities Grant. The report was amended to include door openers for the bathroom doors and the amendment was granted.
- Statistics look good for the month of August. See details in September meeting packet.

Sue motions to approve Director's report, Don supports, all in favor.

IV. Unfinished Business – Items for Discussion:

- a. **Sub-committee to review all employee policies** (Diane, Don, Sarah), submitted the updated Leave Policy (see details in September meeting packet). Suggested changes include:
 1. Under 7.5 USERRA and Military Leave, "and Federal Emergency Management Agency (FEMA)" was added in the first paragraph to include the law expanding USERRA to cover FEMA. Also, in the fourth paragraph of this section, the phrase "for you and your dependents" was removed because BTPL's current health insurance policy does not cover dependents, making the "for you" comment redundant. This phrase can be added back if health insurance coverage changes.
 2. Under 7.6 Bereavement Leave, the sentence "The remaining two (2) days will be used as PTO (Paid Time Off)" was removed because current PTO policy was broken into Vacation Time and Sick Time. Also, the sentence "Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, grandparent, or grandchild up to three (3) days, Employees will be paid for all three (3) days" will be joined together with other family members listed earlier in this section (i.e., spouse/partner, child, father, mother, etc.). The last change to this section is to add the sentence, "Further time required may be granted in accordance with other leave policies."
 3. Under 7.7 Leave of Absence, "and Board of Trustee's" will be added to the first paragraph, second sentence. Reading "A request for a personal leave of absence will be granted at the Library Director's and Board of Trustee's discretion, depending upon workload." Also, the phrase "with the exception of health insurance coverage" will be added to the end of the third/last sentence of the second paragraph. Sue moved to accept changes as written, Lynn supports, all in favor
- b. **Appropriate management of funds re: Public Act 164 of 1977, MCL 397.201, et seq.**: Sarah and Sue met with Ryan Fewins-Bliss, Township Supervisor and former member and

treasurer of the library board of trustees. We are sharing our attorney's opinion so Ryan can show it to their attorney. More discussions will follow and it was a congenial meeting.

- c. **Upcoming Strategic Planning plans:** Sue will see Kate Pohjola Andrade from Woodlands Cooperative tomorrow, September 18, and will get more information on setting a date. At this time, the event will likely take place sometime in April 2026.

V. Unfinished Business – Items for Action: None

VI. New Business - Items for Action:

Update of Primary Contact for BTPL's MSUFCU Bank Account: Diane motions to approve having Sarah Rick named as primary contact on MSUFCU bank accounts. Sue supports, all in favor.

VII. Items for Action – Items for Action

- a. Agenda Item for October Meeting: Friends of BTPL updated letter of engagement
- b. Diane asked if help is needed for Trunk or Treat. Yes, help is needed.
- c. Theresa asked to have the library website updated on Board Member, Staff, and Friends pages. Also on Library Services Page under the cost for non-residents to become members of BTPL, add "annually" after the amount they would have to pay, making the amount an annual membership cost.

Public Comment: None

Board Member Comments: None

Adjournment: Diane motions to adjourn the meeting, Don supports, all in favor. Meeting adjourns at 7:01 PM.

(Minutes recorded by Theresa Kidd)