

Minutes 01/16/2018 (as amended on 2/6/18)

Board Attendance: Sue Garrity, Lynn Bergen, Theresa Kidd, Ken Jensen, Shannon Vlastic, Ryan Fewins-Bliss

Public: Alex Suarez, Leon Puttler

Meeting called to order at 6:00pm by Sue.

Moment of civic reflection.

Theresa moves to approve tentative agenda, Shannon 2nd, all in favor.

Public Comment: Alex re: closures; needs clarification concerning pay on weather closure days vs holidays; currently full-time pay is 8 hours, part-time pay is 4 hours.

Disclosure of conflicts of Interest: none.

Lynn moves to accept last week's minutes, Theresa 2nd, all in favor.

Financial Report: Nothing on paper yet. Will have at end of month. 2 tax payments have been received so far, roughly \$75,000. Great communication with township- bills are being paid, will run payroll tomorrow. Ryan to do Quickbooks Training soon. (Per Ken, can get Quickbooks training via Tech Soup once we get IML number through Library of MI. Quickbooks through Tech Soup estimated to be \$50-\$125/ month.)

DISCUSSION:

Dan and Ryan meeting after January 31st to negotiate and settle expenses. Invoiced township for payroll.

Kesler's emailed Sue and Dan to get update on lease transition. Will potentially be meeting on 1/23.

Finishing transition before securing new attorney Anne. Waiting for memo of understanding from Dewitt Library. Ryan, Theresa, Lynn & Sue went to meeting at Dewitt; we will pay \$6,000 up front and \$6,000 when we are done receiving millage payments- or June 30th, whichever comes first. This will secure services with Dewitt Library for Bath Township residents through June 2018.

Discuss program committee in the future. Programming, coding, etc.... partnerships with LCC or MSU? Classes for kids and adults including website design.

New printer/ copier: Do we want to keep patron prices the same? Keep on agenda.

ILS: no report to give currently. Still fact-finding. Narrowed down to four potentials. Keep on agenda.

Overdrive/Woodlands Co-Op: Kate emailed. We will be able to qualify for membership prior to ILS. Sue will get details re: billing without State funding. Keep on agenda.

ASK: Quote for proactive care services. Monitor internet connection, unlimited help desk M-F 8-5, malware, antivirus, etc....\$850/ month + \$850 up front cost = \$10,200 + \$850 = \$11,050. Budgeted for \$13,000/ year. Almost \$2k under budget. Great! Sue will bring proposals for costs of staff terminal replacements to next meeting.

ACTION:

Lynn moves to follow through with ASK contract as presented. Ken 2nd, all support.

Theresa moves to go forward with contract with KDL for hiring library manager as presented. Shannon 2nd, all support.

NEW BUSINESS:

Additional hours: Ryan moves to authorize each staff member up to 5 additional hours per pay period. Derek currently works 30 hours and Alex 21 hours per week. Lynn 2nd, all support.

Expense reimbursement: Ryan has forms for anyone who needs one.

Security system: Keep on agenda.

Days of operation 2018/ holidays: Table until next meeting.

Weather closure policy: Shannon moves to keep current closing policy until new director is hired, with clarification that if Bath Schools PLUS AT LEAST ONE neighboring district is closed, the library shall also close for the day. Theresa 2nd, all support.

Lynn moves that the above policy is re-visited once the new director is hired. Theresa 2nd, all support.

Sick day policy: If someone calls in and we must call an employee in to cover, is pay increased for that employee? Put on agenda for next meeting.

Common policies: Keep on agenda.

Advertising: Something to think about. Sue purchased yearbook ad. Sign on baseball fields? Keep on agenda.

Librarian report: emailed.

PUBLIC COMMENT: Leon: Do not pre-judge what we are looking for in a candidate. Choose best candidate for director based on interview and "total package."

BOARD COMMENT: none.

Theresa moves to adjourn, Ryan 2nd, all support.

Meeting adjourned at 7:50pm.