

Minutes 03/20/2018

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

Public: Derek Barth, Alex Suarez, Dan Vlasic

Meeting called to order at 6:01pm by Sue.

Moment of civic reflection.

Lynn moves to approve the agenda, Shannon 2nd, all approve.

Public Comment: Dan Vlasic seeking donation/ sponsorship on behalf of Bath Youth Baseball Club. Three levels of sponsorship; \$100-\$250, name on shared banner; \$250-\$500, banner on Webster Road; \$500-\$1,000, field sponsor with discount for future year sponsorships. Keep on agenda for next meeting. Need to know what other donation obligations are and where we stand in budget before committing.

Disclosure of conflicts of Interest: None.

Lynn moves to approve minutes as amended, Ken 2nd, all in favor.

Financial Report: Presented by Ryan, however, current expenses do not necessarily match budget spreadsheet as categories for each are different. Using new QuickBooks reports and will present at 1st meeting of each month. Shannon requests sub category for late and forgiven fees. Forgiven fees in future should match with new library software. Re-visit at future meeting as current system is changing. Ryan provided "Checks and Balances" folder with all documentation of expenses and income by month- each board member viewed and "signed off" on each folder.

Current funds in budget \$266,120.04. Originally budgeted \$275,000.00. \$9,000.00 short but this does not include penal fines.

Phone bill very, very high. \$178/ about 15 calls. Explore options. Sue is checking with ACD and Shannon is looking at Sprint for prices and will report back.

Librarian Report: Forms for room rental currently available at circulation desk. Currently 5 groups using room regularly; RESA tutors, Girl Scouts, private tutors, Friends group, and Book Club.

DISCUSSION:

Acquisition of attorney: Anne looking at by-laws (keep on agenda.)

Library Director: Sue met with one additional prospect. Spoke with Brian at KDL who recommended that all interviews happen on same day or very close together.

Suggested 5-10-minute presentation, 30-45 minutes of interview questions. Should have numbers in mind regarding pay/ benefits and be ready to make an offer. Potential all day meeting for interviews, discuss date on April 3.

ILS: Conversion happening overnight on Wednesday! Live on Thursday!

Woodlands/ Overdrive: The board accepted us! They must approve minutes at their next meeting. Once minutes are approved, we will be sent membership letter.

Membership begins October 2018 when State aid begins.

Security - Keep on agenda. Discuss after director is hired.

Lease: Touring 6,000 square foot space on Monday April 16 @ 5pm. Meet at library and walk over together. Email from Dan Wietecha regarding library taking over lease of building. Township has provided notice and backed out of lease. Sue will email Camie Kesler.

Program / Policy Committee: No update. Need informal policy and procedure re: weapon / gun carry. Keep on agenda.

ACTION:

Meeting Schedule: Shannon moves to hold regular board meetings on 1st and 3rd Tuesdays of April and May with additional special meetings for both director interviewing and the April 16th building tour. Lynn 2nd, all approve.

5th and 26th of April are bad for Ryan for interviewing, looking at April 12th or 19th. Sue will let us know what works for candidates.

NEW BUSINESS:

Director Benefits: Sue will reach out to her contact regarding benefit offerings and check to see if benefit discounts are available through Woodlands Co-op. What do we want? Board in general agreement that we should investigate PTO, vacation, retirement, health, salary, signing bonus, etc... Add to agenda for next meeting.

Custodial: Honest 3-ish hours of work / week. Sue will ask Dan about continuing with current situation/ staying with contracted township workers.

Public Comment: Derek recommends going forward with baseball advertising, as name would be visible to large portion of township residents.

Board Comment: none.

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

Meeting adjourned at 7:49pm.