

Bath Township Public Library
Meeting Minutes

Tuesday, July 10, 2018; meeting called to order at 6:02pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss
(Librarian) Kristie Reynolds
(Public) Derek Barth, Alex Suarez, Dan Vlastic

Next meeting: Tuesday, July 24, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Theresa moves to approve the agenda, Ryan 2nd, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve meeting minutes from last meeting as presented, Lynn 2nd, all in favor.

II. Financial Report

Future breakdown will be January – December. We have received approximately 80% of our projected yearly income and are approximately 60% through the year. We are ahead, as we will continue to be in future years due to the way our revenue is collected. Ryan will check Consumers bill to make sure we are paying Consumers and not another company that may be collecting higher fees through Consumers billing (current “scam” going around.) We need to discuss checks and balances in the near future to protect assets. Ryan has recommendations from Aaron Stevens. We will be changing payroll dates likely later this month or in August to keep from accounting for hours that have not yet been worked when time cards are submitted. Ryan is working on this and keeping staff apprised of dates. This should not affect paychecks, other than there may be a one week pay period in there to keep from holding checks an additional week.

III. Librarian Report

Attached. WT Cox gives discount on magazines and newspapers through Woodlands. LSJ is currently being donated. We may be able to apply a discount to this newspaper. Kristie will put info about activity pass on website. We should consider “boosting” important posts on Facebook. Nominal fee for much larger distribution of important marketing. “Enrollment” is up- 6 new library cards issued this week so far, 10 issued last week. 3 children at Kristie’s first story time. Bath-Dewitt Review still states that we are the “Library Center.” We need to make sure we are updated to “Public Library” so we are consistent and accurate.

Kristie presented copies of new policy. Homework: review, proofread, have suggestions ready for next meeting. Kristie is working on procedures & appendix for next meeting as well.

Kristie presented quotes for new shelving in children’s area. Current shelving is not safe or appropriate for children (sharp edges and not stable.) Kristie recommends going through Demco, as there is a significant savings compared to other options. Shannon moves to approve Kristie’s request for purchase of new shelving in children’s area through Demco. Lynn 2nd, all in favor.

IV. Discussion

- a. Logo; Kristie's logo is great – we need to hire a graphic designer for appropriate production images. Sue will talk to Melissa Eggleston for ideas and suggestions. Add to agenda for next meeting.
- b. Woodlands Overdrive; WE ARE UP AND RUNNING! YAY! Website → catalog → Overdrive. This should go on our facebook page as well as access to book loans seems to have been a concern for the community.
- c. Technology Update; server replacements; just waiting for installation. Slow moving due to holiday. We have paid for this, so there is no hold up on our end. Firewall, switch and wireless access point have already been replaced. We will now start cycling wi-fi passwords.
- d. Re-negotiation of lease; changes (including responsibility for roof) forwarded to Kesler's. Waiting for response.
- e. Director roll out plan; waiting for confirmation of date with township. Sue will get with Karen for update. Shannon will talk to Tim Slocum about updating us on volunteer needs with book fair and other school library functions. We can help!
- f. Health care benefits options; Healthcare isn't needed at this time as Kristie has existing healthcare coverage. She is working on a potential benefit package for other future full-time employees. Proposed Director benefit package is attached and draft was presented. Kristie will expand on this and Ryan stated that he would like to do some research on the stipend in lieu of insurance coverage. Should we consider putting Kristie on a contract? We need to decipher between what a full-time employee is as it relates to hours, benefits, etc... and what Kristie is as a director. This may require a contract if we want to make specific differentiations.
- g. Open hours change; possibly 2 more part time employees, or one full time. Ideally, Kristie would prefer to hire one full time employee and one part time. This would allow for coverage of extended hours, sick time, vacation etc... as well as growth and more offerings in the way of programs. Kristie will come back with a revised plan for hiring at the next meeting.
- h. DDA tax capture; No response from township at this point. We are waiting for Steve Wiswasser to communicate what he learns from his contact at the state. Ryan will reach out to him a few days prior to our next meeting to ask for an update.

V. Action

None.

VI. New Business

- a. MLA Fall Conference; Kristie will look into this and let us know if she wants to go at the next meeting. Significant savings if we have her signed up by 9/7.

VII. Closing

- a. Public Comment: none.
- b. Board Comment: Kristie announced that she has two architects coming to see the potential new space next week and determine what can be done with it. One of the firms specializes in libraries and is doing work with Kent County District Library presently. Ryan will be absent next meeting but may participate via Skype if possible.
- c. Ryan moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 7:52 pm.

(Only one meeting scheduled for August- August 7th.)