

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, September 4, 2018; meeting called to order at 6:05pm*

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

*Next meeting:* Tuesday, October 02, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Shannon moves to approve the agenda as presented, Theresa 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes from last meeting as amended (amend item 1.e. for clarity) Theresa 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Financial report not complete each month due to books not closing in time. Options are to present one month late, change reporting dates, or potentially change future meeting dates to allow time to complete account reconciliation. Not possible to change reporting dates, as we do not receive bank statements until end of month. Report attached. Revisit this when we discuss next years meeting dates. Under budget on expenses and over on revenue. Finances are looking great! July 2018 financials presented for signature approval by board. August financials are still in the works. Making transition in new payroll dates starting this week.

**III. Director Report**

Report is attached. Stats are attached.

**IV. Discussion**

- a. Policy & Procedure; Kristie is working on this; review is ongoing. Will need to be presented to attorney for review once it is somewhat complete.
- b. Technology Rollout; Server has been replaced. Ticket is not complete as Alex is having trouble with email. New phone system is still in the works. Currently only have one operating phone as there is a wiring issue. Copy machine is now fixed and should be wireless. Work was just completed before meeting, has not yet been tested.
- c. Re-negotiation of lease; Kesler's believe that we are responsible for sewer so that was removed from lease re-write as it would be covered by our insurance. Roof is questionable – Kesler's believe we are responsible for the roof and the HVAC. The board agrees that this sounds to be something that should be covered by the owner of the building, just as the walls and parking lot are. Kristie will address this with insurance company for confirmation and go back to Kesler's if necessary.
- d. Prospective Move; Proposals submitted by FTC&H and Arens Architecture – attached. Bill Arens has been professional, courteous and in constant communication with Kristie. Kristie will reach out to both options regarding flexible / modular fixtures in a wide-open space.
- e. Community Exposure; Kristie was well received at the Township board meeting, and open house went well. Approximately 50 people showed up for open house. The picnic in the park went great as well and lots of books were given out to community children in need.
- f. Staff Interviews; 5 interviews for youth positions, selection has been made. We are excited to meet the new hire. First day will be 9/24. Interviewing this and next week for part-timer.
- g. Logo and Sign Replacements; we would like to see a final high-resolution version electronically. The black and white version looks "off" with the clouds. Kristie will request black and white version without clouds.
- h. AED & Safety / Security Issues; Holding off on AED until everyone is hired. Sue will email Doug Murphy for info. regarding who the schools use for cameras and other safety technology. Ken suggests Nest cameras.

## **V. New Business**

- a. Items for discussion;
  - 1. Meeting Schedule for 2018 – 2019; October 16, 2018 at 5:00pm is budget workshop date and time. 2019, we will move regular meetings to 3<sup>rd</sup> Tuesday of each month.
- b. Item for action;
  - 1. None.

## **VI. Closing**

- a. Public Comment: Derek noticed that the sink in the bathroom needs to be fixed. It is falling off the wall. This is something we need to have addressed.
- b. Board Comment: Kristie requests that benefits go on the agenda for next meeting, Kristie will email employee manual to board prior to next meeting so we can discuss at the meeting.
- c. Ryan moves to adjourn the meeting, Shannon 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:46pm.