

Bath Township Public Library
Meeting Minutes

Tuesday, January 15, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer, Joana Bancroft

Next meeting: Regular Meeting: Tuesday February 19, 2019 @ 6:00pm.

I. Regular Business

- a. Meeting called to order at 6:05pm.
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda (with addition of consumers report) as amended, Theresa 2nd, all in favor.
- d. Public comment on agenda items: Kristie introduced Joana Bancroft; new part time employee.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes from 11/6 as presented, Theresa 2nd, all in favor.

II. Financial Report

Attached. Dec. – Nov. 30th. Complete report through December is coming. Well over our originally projected \$75,000 savings. Kristie has taken over bill paying! Once she is comfortable, Quick Books will be transferred to her as well. Authorized benefits payment (voted to pay through Feb. at last meeting) for 2018 has been paid. 2019 (month of January) is being worked on. Waiting for response from auditor. We have started getting 2019 tax payment checks from township. Penal fines will come in fall (potentially late August.)

III. Director's Report

Attached. Mini Rural event, available to trustees as well as staff. We need to check into this for dates and further information. Kristie is also checking into Amazon & Roku sticks. Hotspots are doing well on checkouts. Monthly statistics are WAY up!!! Fantastic job, staff!! Kristie will send out annual statistics.

IV. Discussion

- a. Benefits Package; Beginning 2/1/2019.
- b. Selection of audit firm; Firm was already signed last year. Waiting for response from firm as they are in the middle of a merge. Just need to complete audit.
- c. Strategic Planning Workshop; Probably plan for spring instead of winter as some trustees will be traveling in Feb. – March. Kristie has a list of potential consultants and facilitators. Ryan suggests doing an RFP (he will be our point person.) Board agrees that we ask for bids with RFP, responses should be received by March 1st. We will discuss and choose a firm at March meeting with idea that planning sessions will be in April and May of this year. Millage runs out Dec. 2022. We will ask firms to propose recommendations regarding length of plan.

V. New Business

- a. Policy & Procedure: Children in the library, Copyright, Confidentiality sections presented for review and approval. Do we need GDPR (General Data Protection Rules) included. GDPR = European Union rules regarding records retention. Woodlands does have a records retention policy on their website. Records will be destroyed upon cancellation of a membership. Ken moves to approve policies as amended (to include name change from Chelsea to Bath Township, and reference to record retention) Ryan 2nd, all in favor.
- b. Consumers Energy; provided a small business assessment report. Changes will exceed cost savings for us as we may not remain in this space for the specified 10 year time period in the report. We need to have lightbulbs and ceiling tiles changed.

VI. Closing

- a. Public Comment: Joana suggests larger room for groups with smart board, glassed in for viewing by staff. School supply kits are now available for checkout.
- b. Board Comment: none. Theresa will be absent for Feb. 19th meeting.
- c. Lynn moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 7:41pm.