

Bath Township Public Library
Meeting Minutes

Tuesday, February 19, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Ryan Fewins-Bliss
Board not present: Theresa Kidd (excused absence)
(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer

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

I. Regular Business

- a. Meeting called to order at 6:09pm.
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda (with change to treasurer's report) as amended, Shannon 2nd, all in favor.
- d. Public comment on agenda items: None.
- e. Disclosures of conflict of interest: Sue is still "entangled" in Friends of Library board, though not in an official capacity.
- f. Lynn moves to approve the minutes from 1/15, Ken 2nd, all in favor.

II. Financial Report

Attached, FY2018 Budget vs. Actuals. Numbers will vary as they include journal entries from 2019. This will be corrected with audit. Way ahead on budget, even including minor over-expenditures. Starting to get tax capture for FY2019. Auditors starting field work on 02/25/2019. January Budget vs. Actuals also attached. Shannon moves to approve the financial reports as presented. Lynn 2nd, all in favor.

Ryan sent out requests for proposal re: Strategic Plan to all names that Kristie was given from Kate at Woodlands, as well as anyone that he has personal experience with or knowledge of. Should have responses back by deadline of March 15, 2019.

III. Director's Report

Attached. No staffing changes. All staff meeting, quarterly (next in April.) Contacted Agnew Signs regarding lighting in outside sign, they will come check it out soon. Joined MCLS (Midwest Collab. Library Services.) Paid for by Woodlands. Statistics keep improving!

IV. Discussion

a. Policy & Employee Manual;

- I. Ryan moves to approve the Record Retention policy as presented, Shannon 2nd. All in favor.
- II. Re: Circulation Policy. We need to decide on what to offer non-residents as far as access. Kristie will get data on who (out of our current patrons) this will affect so we can make a better-informed decision. Table until next meeting.
- III. General Operating Procedure; remove VII (re: R Rated Movies) from the policy. Kristie will add a notice to "about page" notifying patrons that children have access to ALL materials. Going forward, the form filled out by parents to get library card for minor should state that the library does not censor minor materials. VII (re: Returned Checks) The service fee should reflect the amount that WE get charged from the bank. Ryan will check on this. Fax fees begin on 3/1/2019. Lynn moves that we should accept the General Policy sections as amended, Ryan 2nd. All in favor.
- IIII. Sue suggests a policy for fine forgiveness.

b. Bylaws;

- I. Article IV, Section 7 Treasurer, incorrect language – needs to be fixed by attorney.
- II. Article IV, Section 8 Checks, take secretary out, add library director. Only one person is required to sign checks.
- III. Article V, Section 4 Order of the Meeting, leaving the order as is.

V. New Business

- a. Stopthebleed.org class; Shannon has a contact to have this class taught to our library staff. Kristie will speak with staff and let Shannon know a date / time that is good for everyone.

VI. Closing

- a. Public Comment: None.
- b. Board Comment: None.
- c. Ryan moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 8:09pm.