

Bath Township Public Library
Meeting Minutes

Tuesday, March 19, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Ryan Fewins-Bliss, Theresa Kidd

Board not present:

(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer

Next meeting: Regular Meeting: Wednesday April 17, 2019 @ 6:00pm.

I. Regular Business

- a. Meeting called to order at 6:09pm.
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as amended, Shannon 2nd, all in favor.
- d. Public comment on agenda items: Carrie states that League of Enchantment begins tomorrow.
- e. Disclosures of conflict of interest: Ryan has worked with some of the vendors who have put in proposals for strategic planning. Could be a perceived conflict of interest, but no relationship exists between Ryan and any vendor.
- f. Ryan moves to approve the minutes from 2/19, Theresa 2nd, all in favor.

II. Financial Report

Attached. We are well within budget. Revenue looks high due to timing of collection of funds. Subscriptions category needs to be corrected, added to technology. Ryan will be asking for budget adjustments in the coming months to "fix" some categories. Balance Sheet: Now in 2nd full fiscal year, so we have money from 1st fiscal year that will not show up on budget vs. actuals. It shows as line item on balance sheet. Feb bills and income available to be signed. Lynn moves to approve financial report, Theresa 2nd. All in favor.

III. Director's Report

Attached. Audit was intense, but a great learning experience. Ryan spoke with auditor. Audit is almost done, is in front of "internal" check. They will have recommendations re: policy & procedure, as expected. Statistics are wonderful!

IV. Discussion

a. Policy & Employee Manual;

- I. Violations of the Library: Ken moves to approve as written, Shannon 2nd, all in favor.
- II. Programming Policy: (change "assistant director / program coordinator" to "designated staff" under section's 1 & 3.) Shannon moves to approve with amendments to sections 1 & 3. Ken 2nd, all in favor.
- III. Circulation Policy: Implement annual \$25 card fee for non-resident individual \$50 card fee for non-resident family. Re-visit this policy in a year to determine if this fee is appropriate. Millage cost to residents is \$67 / \$200,000 home, so this seems an appropriate fee. Beginning April 1, 2019.

b. Bylaws;

- I. Article IV, Section 7 Treasurer. We need attorney's advice in writing regarding closed session. Hold for now. Kristie will contact attorney.

c. Strategic Plan;

Discussion. Lynn moves to accept the proposal submitted by Lewis G. Bender. Theresa 2nd, all in favor. Kristie will reach out to this vendor for discussion, as well as send letters to other applicants.

V. New Business:

- a. Kristie has requested to move Tuesday night meetings to Wednesdays. Theresa moves to change meetings to 3rd Wednesday of the month beginning in April, Shannon 2nd, all in favor.

VI. Closing

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

Meeting adjourned at 7:13pm.