

**Bath Township Public Library**  
Meeting Minutes

*Wednesday, July 17, 2019*

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

*Next meeting:* Wednesday August 21, 2019 @ 6:00pm

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**I. Regular Business**

- a. Meeting called to order at 6:10pm
- b. Moment of civic reflection.
- c. Shannon moves to approve the agenda with addition of discussion regarding circulation policy to unfinished business, Lynn 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes as written, Ken 2<sup>nd</sup>. All in favor.

**II. Financial Report**

Attached. 1<sup>st</sup> budget is January – December and shows percentages, 2<sup>nd</sup> budget is January – June and shows money. Lynn moves to show IRS recommendations on August financial report, Ken 2<sup>nd</sup>, all in favor. We will do a more thorough exam of the budget in August when Ryan is here. Some categories will need to be adjusted.

**III. Director's Report**

Attached. Youth report also attached. Numbers may be slightly higher than depicted as we have been short staffed over last 6 weeks due to vacation season.

#### **IV. Unfinished Business**

- a. Policy & Employee Manual;
  - I. ACH Policy; Shannon moves to accept the ACH policy as presented with the appropriate revisions, Ken 2<sup>nd</sup>, all in favor.
  - II. Credit Card Policy; Shannon moves to accept the Credit Card policy as presented with the appropriate revisions, Sue 2<sup>nd</sup>, all in favor.
  - III. FOIA Policy; Revisit in August, Kristie will put something together regarding the process in the event of a FOIA event including what information would be redacted vs. what information is public.
  - IV. Circulation Policy; Lynn moves to accept the Circulation Policy as written, Sue 2<sup>nd</sup>, all in favor.
- b. Bylaws;
  - I. Article IV, Section 7 Treasurer – (Closed Session re: attorney letter): Look at this in August.
- c. Strategic Planning Workshop; Update on staff input, discussion on possibility of project partnership with BS&A Software. Lynn moves to accept Strategic Plan as presented, Shannon 2<sup>nd</sup>. All in favor. Kristie will have Strategic Plan ready to present professionally at August meeting.

#### **V. New Business – Items for Discussion**

- a. Performance Review for Director; review emailed document from 05/23 about how to do a performance review for a library director from United for Libraries.
- b. Draft of Potential Moving Costs; worksheet presented. Homework! Be prepared to discuss at August meeting. Sue will email Camie about discussing estimates.

#### **VI. New Business: None.**

#### **VII. Closing**

- a. Public Comment: None.
- b. Board Comment: None. Lynn attended EDI class. Library should review strategy plan for equity, diversity & inclusion.
- c. Theresa moves to adjourn the meeting, Ken 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:39pm.