

## Meeting Minutes

Wednesday, June 17, 2020 (Remote Meeting via Zoom)

*Present:* (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss  
(Library Director & staff) Kristie Reynolds  
Public: Larry Fewins-Bliss, Carrie Frazer, anonymous person titled "cube"

*Next meeting:* Wednesday July 15, 2020 @ 6:00pm

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### **I. Regular Business**

- a. Meeting called to order at 6:09pm
- b. Moment of civic reflection.
- c. Ken moves to approve the agenda as modified (we already have a debit card policy), Lynn 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Ken moves to approve the minutes as presented, Lynn 2<sup>nd</sup>, all in favor.

### **II. Financial Report**

Attached. Lynn audited financial report – everything looks good. Shannon moves to approve the financial report, Ken 2<sup>nd</sup>, all approve.

### **III. Director's & Youth Services Reports**

Attached. We have started online programming with success other than zoom bomb during story time. Kristie has resigned from DDA and will be joining superintendents reopening workgroup. Kristie has gotten with ASK about extending wifi as library is the only location in Bath to provide free wifi – Ken has added us to the map that is circulating re: locations that provide wifi. Waiting for response. Looking at opening library for computer use (likely not until after July 4<sup>th</sup>.) Many people are using online catalog and emailing and calling to reserve books and curbside checkout has gone very smooth. Kristie spoke with Ken's uncle who is a painter to discuss pricing for painting the new building. Statistics are great! Carrie sent out first newsletter. Summer reading program started on June 8<sup>th</sup>.

### **IV. Unfinished Business**

- a. Strategic Planning;

- i. The move; lease with attorney-recommended changes was submitted to Kesler's on 06/08/2020. Waiting for review and response.
    - ii. Donors;
    - iii. Library info in surrounding public areas;
  - b. Policies;
    - i. Capital Asset Policy; Per Ryan, 1B should be changed to "GAAP." Otherwise no concerns with policy. Ken moves to accept policy, Lynn 2<sup>nd</sup>, all in favor.
    - ii. Fraud Risk Management Policy; review at a later date.
    - iii. Business Continuity Plan; No vote necessary per attorney as this is temporary. Review at a later date.
    - iv. Paid Time Off Policy; review at a later date.

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

- a. Bath Township property sale to East Lansing; we will continue to watch this.
- b. Water fountain and bathrooms are not clear on new building design and public has inquired. We need to discuss if water fountains are wanted and necessary due to COVID. Kristie has some concerns about minor things on the building design; computer area, doors opening one way, etc... plans may need some tweaks due to things not considered prior to COVID.
- c. Terms for current board members end November 20, 2020 at 12:00pm and new board members will take over on that date.

#### **VI. Items for Action:**

- a. None.

#### **VII. Closing**

- a. Public Comment: None.
- b. Board Comment: Shannon will not be at July meeting due to camping.

c. Shannon moves to adjourn the meeting, Ryan 2<sup>nd</sup>, all in favor.

Meeting adjourned at 6:47pm