

Bath Township Public Library
Meeting Minutes

Wednesday, June 19, 2019

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

Board not present: Ryan Fewins-Bliss

(Library Director & staff) Kristie Reynolds, Derek Barth

Public: Elizabeth Evans

Next meeting: Wednesday July 17, 2019 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:04pm
- b. Moment of civic reflection.
- c. Shannon moves to approve the agenda as presented, Theresa 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes from 5/22 as adjusted (change IV.-a “liquid” to “liquid assets.” Change VI.-a from “we will put this on the agenda next month to amend policy as accepted.” to “circulation policy will be reviewed at the July meeting.”) Theresa 2nd, all in favor.

II. Audit Presentation – Aaron Stevens, Maner Costerisan

Attached. Passed audit with highest level of clearance! Great job everyone! Fund Balance (page 3) is measure of financial health. Our fund balance is at 49% of annual expenditures. Two months expenses are minimum government recommendation for fund balance... this equals out to roughly 17%. We are in excellent financial shape. We will get a letter from Treasury regarding internal control procedures that need to be corrected. We will need to plan to follow up with Treasury regarding how we plan to correct these procedures. Aaron will assist if needed.

III. Financial Report

Attached. Budget is January – December. Budget does include some July invoices and bills so it is not 100% accurate. Kristie will do this differently next month. We will need to adjust payroll & budget as well as legal & professional categories. Kristie suggests waiting until November to change budget as she believes that we will still be under budget. Lynn wants Ryan to weigh in because he did suggest adjusting these categories more than once through the year. Kristie will talk to Ryan about this. Put on agenda for next month. Theresa moves to accept budget report with comments made, Lynn 2nd, all in favor.

IV. Director's Report

Attached. Youth report also attached.

V. Unfinished Business

- a. Policy & Employee Manual;
 - I. Investment Policy: Look at this in July.
 - II. Kristie will put passed policy & procedures on the website.
- b. Bylaws;
 - I. Article IV, Section 7 Treasurer – (Closed Session re: attorney letter): Look at this in July.
- c. Strategic Planning Workshop; Table until July so staff can review and make any necessary edits.

VI. New Business – Items for Discussion

- a. Shannon moves to add Strategic Planning update section after Director's Report section and to include the Youth Director's Report with the Director's Report. Lynn 2nd, all in favor.

VII. New Business: None.

VIII. Closing

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

Meeting adjourned at 7:26pm.