

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, April 20, 2022*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Theresa Kidd, Larry Fewins-Bliss, Audrey Barton  
(Library Director & Staff) Kristie Reynolds

*Public Present:* none

*Next meeting: Wednesday May 25, 2022 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:03 pm
- b. Moment of civic reflection.
- c. Ken **motions** to approve the agenda, and Larry supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Sue supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in the April meeting packet, covering the reports from March and April.

The budget is in good shape. Adjustments will be made to cover a discrepancy in utility expenses. Kristie plans to seek an improved, more satisfactory retirement plan.

Larry **motions** to accept the financial report, and Ken supports, all in favor.

### **III. Director Report**

Please see the full Director's Report in the April meeting packet.

BTPL is fully staffed, and staff meetings will now take place monthly. In-person programming has also increased, with great participation in the Valentine's Day and Take Your Child to the Library Day events. More frequent one-on-one meetings have also been a positive change.

Through a grant, the library has received five Microsoft Surface laptops and a content-creation kit, which will soon be set up and available to patrons.

Kristie continues to seek educational opportunities. She has begun a grant-writing program through UofM. She also attended the Night of the Notables at the capitol building. Staff also seek educational opportunities, including Jana's enrollment with Spring Institute.

By the numbers, community involvement is up! There is a lot of buzz about the upcoming Summer Reading Program, which is ocean themed. The big launch event will happen on June 11<sup>th</sup>. BTPL looks forward to working on future events with the township's new recreational director, Ms. Slocum.

BTPL has officially gone up to a Class IV library! The requirements for staffing have increased, and our current staff meets these requirements. Our legal population is 13,292.

#### **IV. Unfinished Business – Items for Discussion**

- a. Board Strategic Planning Session Tuesday 4/26, 6-8 pm
- b. Staff Compensation Committee

(review materials at <https://www.michigan.gov/libraryofmichigan/libraries/admin/statistics> for information from across Michigan)

Helpful information to study as we move towards a deeper discussion of this committee, likely to take place in August 2022. It is important to keep the context in mind while studying these numbers, as libraries are unique with diverse needs and characteristics.

- c. BTPL Emergency Policy Review, with changes suggested by Kristie.

#### **V. Unfinished Business – Items for Action**

- a. none

#### **VI. New Business - Items for Discussion**

- a. Changing May Meeting Date to Wednesday, May 25<sup>th</sup>.
- b. Additional Closures on Federal Holidays, and how staff should be compensated for these days.
- c. Moving email domain from GoDaddy to Microsoft

A quote from ASK has been provided in the April packet. Kristie seeks a less expensive service, as the current provider charges quite a lot. Switching away from GoDaddy is complicated and will require significant labor. The initial price should be recouped after approximately 3 years.

GoDaddy was chosen when the library first opened, due to the need for a secure, professional service. Now that the library is established (with a tax ID, etc.) it is time to migrate to a better and less expensive platform.

Lynn **motions** that BTPL moves forward with the migration using \$8300.00 from the savings account. Theresa seconds, all in favor.

**VII. Items for Action**

- a. Larry **motions** to approve the suggested library closure on May 4<sup>th</sup>, for Kristie's NARCAN training, and for one hour each month for the all-staff meeting. Ken seconds, all in favor.

**VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: Sue reminds us to watch for upcoming events hosted by Friends of Park Lake.
- c. Audrey **motions** to adjourn the meeting at 7:10.

Ken seconds, all in favor. (Minutes recorded by Audrey Barton,

Secretary)