

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, February 21, 2024*

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

*Absent:* none

*Public Present:* Jana Slisher, Nayeli Bancroft

*Next meeting: Wednesday April 17, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Ken supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Theresa supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in February meeting packet. We are 8% through the budget year. The switch from PayChex to QuickBooks has been smooth. The dividends paid in January equals \$424.50. Kristie adds that the audit went very well. Working with Transparent Bookkeeping continues to be a good partnership, and the details provided are appreciated. Lynn intends to supply the board with a March treasurer's report, even though the Board will not meet in March. Larry **motions** to accept the financial report, Audrey supports, all in favor.

### **III. Director Report**

Please see the full Director's Report in February meeting packet.  
Kristie announces the addition of Amy Thomas to the team. Welcome, Amy!

The winter reading program for adults has been popular, and it features a quilting theme. The

kids' and teens' programs also have been well-received. The Lewis Carroll tea party was a success!

Jana and Nayeli did a fabulous job decorating, planning and hosting this event.

Staff members are adjusting to a new system of clocking in and out, and it's off to a good start. Kristie has reviewed the PTO policy with the lawyer, and the newest version is presented in tonight's packet. It's intended to encourage staff to use their paid time off, rather than lose it!

BTPL continues to draw in new and returning community members. The Friends of the Library Book Bash was a big hit! Children's programming, teen programming and events for adults have all seen an increase in attendance. The recent meet-and-greet with Penelope Tsernoglou and Sam Singh was very popular. They will return in May for a family-friendly event to meet with children. Trustee Larry added here that the library has become a true "pillar of the community."

Kristie continues to be involved in state-level committees and continues to build relationships with other libraries and their directors. She intends to supply a March information packet to the Board, even though the Board will not meet in March.

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

- a. Options for forming a District Library / Strategic Planning – BTPL looks forward to connecting with the new superintendent for BTPS, upon his arrival in June.
- b. PTO Policy Changes – Kristie provided the newest version of the policy, which has been tweaked for clarity. Discussion covered how best to support employees, the benefits of following a calendar year vs work-start anniversary, the possibility of more longevity (20 how the annual roll-over would work, and how the PTO policy can be applied to various examples (especially in the first year). Theresa **motions** to accept with the changes discussed, removing the 20 years section of the longevity accrual chart, as well as the second to last paragraph. Sue seconds, all in favor.

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

- a. none

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

- a. Safety – Need for a Back Door – To benefit of all staff and patrons, an exterior door should be installed at the rear of the library. Kristie expects to receive more information soon, regarding a donation to help fund this improvement. Lynn suggests that the library seeks opinions from Bath's emergency services teams. Kristie will request an official quote for this project, from Mr. Kessler.

#### **VII. Items for Action**

- a. none

## VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: none
- c. Audrey **motions** to adjourn the meeting at 6:54. Larry seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)