

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, July 17, 2024*

*Present:* (Board Members) Sue Garrity, Lynn Bergen,  
Ken Jensen, Theresa Kidd, Audrey Barton  
(Library Director & Staff) Nayeli (Joana) Bancroft, Jana Slisher

*Absent:* Larry Fewins-Bliss

*Public Present:* Don Keller

*Next meeting: Wednesday August 21, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Lynn **motions** to approve the agenda, Audrey supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Audrey **motions** to approve the minutes with the addition of a clarification about changing "50 hours" to limit it through the end of December in section IV, e. This was agreed to in our prior meeting, but not clear in the minutes. Ken supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in July meeting packet. Lynn reports that we are 50% of the way through our year, our dividends continue to pay well. She notes that we are at 55.13% of the way through our budget on our budget vs. actuals statement, and that "Budget concerns worth watching were Contractual Services @ 92% and Professional Development @ 142%." She also notes that discrepancies can all be balanced via adjustments later this year, and it is not of major concern. Sue and Lynn add that monies from grants, penal fines and state aide are still expected to arrive this year, when they're provided by the county. Sue and Joana suggest a meeting with the township's treasurer to review this process and with Kate from Woodlands Co-Op, after the November election. Audrey **motions** to accept the financial report, Ken supports, all in favor.

### **III. Director Report**

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

Joana returned from the annual ALA conference in California with a special gift from the conference – blessed feather pens. These came by way of Cindy Hohl, the new ALA president. Joana shares that she spent much of her time focusing on improving staff relationships, supporting homeschool co-ops, properly handling book challenges, catalog standardization, easier collection navigation for patrons, and more.

BTPL is fully staffed, and the search for a permanent director is under way. Joana adds that the library hopes to hire a circulation employee who will focus on teen programming and interactions.

Summer programming is full of fun opportunities. Story times, craft sessions, author visits, playground meet-ups in partnership with RESA, and other events have drawn many attendees. Jana's playground story time events have been especially popular. Take-home craft kits will be available for anyone who was not able to attend special events funded by the "H is for Home" grant.

The library's wireless access points and filters are provided by Meraki (through Cisco), and this service is up for renewal. This is not an emergency, but eventually upgrades to the server and other improvements will be needed. Joana is still waiting for a quote from Convergence, regarding the server. The library's air conditioning was repaired at a cost of about \$120, the community room will be repainted later this summer (and volunteer painters are required!).

Jana notes that the summer reading program boasts the highest ever number of teen participants. This is the first generation of Bath youth who have grown up with access to BTPL, and it's exciting and gratifying to see them becoming avid library users!

Please see Joana's notes in the meeting packet for further details about how the library operates as a cooling center, patron use statistics, BTPL policy changes, tech upgrade information and more. Sue reminds the board that once the new Director is in place, policies should be closely reviewed and updated as needed.

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

- a. Update on Options for forming a District Library in the future, as identified as the potential goal in our Strategic Plan – no update
- b. Hiring a new Director Update -- Interviews began this past Monday, and will conclude later this week. The board hopes to deliberate and decide swiftly. If another round of interviews is required, they will be scheduled and announced as quickly as possible. The final invoice from Brian Mortimore arrived. His consultation services have been incredibly helpful, and he will continue to provide guidance as needed.
- c. Safety Update – no update
- d. Department of Labor Overtime Rule – please see job description in packet
- e. Nepotism Policy – The board discusses various ways the policy can better protect BTPL, and how the policy can be clearly worded and followed. Sue acknowledges that in the past, relatives have worked together at the library without cause for concern. The policy provided in tonight's packet is a simplified version of a policy from Kent District

Libraries. Sue asks for the board to review, reflect and provide comments on the verbiage.

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

- a. Vote on nepotism policy – no vote
- b. Clarification of language from January 2023 meeting regarding the stipend for waiving insurance is for ALL full-time employees. The minutes from that meeting were open to interpretation, and unclear if this was provided to just the Director or all eligible BTPL full-time employees. The Board's intention is for this to be provided to any exempt or non-exempt full-time salary employee. Lynn **motions** that the stipend for waiving insurance is for all full-time employees, Ken seconds, all in favor.

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

- a. Cisco Meraki warranty renewal - awaiting more information

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

- a. .

#### **VIII. Closing**

- a. Public Comment: Jana Slisher comments regarding the stipend, and says that the January 2023 minutes were not unclear at all. She made multiple attempts to use this ability, and the former Director repeatedly refused to allow this. Jana has never used this insurance, did not want this coverage, was frustrated by the waste and miscommunication, and requests that the new Director be better educated. She adds that she understands how it happened and that it cannot be undone, and she appreciates that it's being handled now. Sue extends apologies for the frustration, and thanks Jana for bringing it to the Board's attention. Don Keller asks for clarification about the Meraki hardware warranty and whether it will be covered by an extended warranty. Joana will contact Meraki for clarification. This will be on the agenda for the August meeting.
- b. Board Member Comments: Theresa apologizes to Jana for the trouble regarding the stipend issues.
- c. Sue **motions** to adjourn the meeting at 7:04. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)