

## **Bath Township Public Library**

### Meeting Minutes

*Wednesday, November 18, 2020 (Remote Meeting via Zoom)*

*Present:* (Continuing Board Members) Lynn Bergen, Ken Jensen, Theresa Kidd, Sue Garrity

(Outgoing Board Members) Shannon Vlastic, Ryan Fewins-Bliss

(Incoming Board Members) Audrey Barton,

Larry Fewins-Bliss (Library Director & staff)

Kristie Reynolds Public:

*Next meeting:* Wednesday December 16, 2020 @ 6:00pm

---

### **I. Regular Business**

- a. Meeting called to order at 6:03pm
- b. Moment of civic reflection.
- c. Ryan moves to approve the agenda as amended to add discussion and presentation of next FY budget, Theresa 2<sup>nd</sup>, all in favor.
- d. Public comment on agenda items: Larry is excited to be on the board!
- e. Disclosures of conflict of interest: none.
- f. Ryan moves to approve the minutes as amended (Shannon will listen to the recording to determine who moved and seconded the motion to give Kristie a bonus. Currently Lynn is listed as doing both.) Theresa 2<sup>nd</sup>, all in favor.

### **II. Financial Report**

Attached. 83% through the year. Total revenue so far - \$356,016.

Expenses (not counting \$65,000 additional rent) so far - \$250,400. At about 70% of planned budget so far, so under budget. Everything is going well, but expenses came in November.

Budget vs. Actuals is going to be different for November than it was for October. Because we knew we would overspend when we put this budget together, we knew that some funds would need to be moved from savings into checking to cover budget adjustments in capital expenses, collection acquisitions, and library programming categories. Kristie will send this out so we can review and discuss budget adjustments to 2020 FY budget at next meeting along with the 2021 FY budget.

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

Attached. Clean CHRI audit! Staying with curbside service only due to Governors most recent order. Kristie hired one person and is hiring another in December – is creating a programming team. Ordered 2 new computers – one for reference desk and one for staff work room. Speaking at conference tomorrow about the move to new building. Working on unpacking new library. So exciting!!!

### **IV. Unfinished Business**

- a. Strategic Planning;
  - i. The move; Lynn moves to accept the proposal and costs for mural by Melissa Eggleston, Shannon 2<sup>nd</sup>, all in favor.
- b. Vote to accept CHRI policy: Ryan votes to accept the modified Criminal History Record Information (CHRI) policy as presented, Shannon 2<sup>nd</sup>, all in favor.

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

- a. Process for Oath of Office; Individual board members need to make an appointment with township office to take oath. Should do this ASAP as new terms start in 2 days. Any notary at the township can give oath.

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

- a. None.

### **VII. Closing**

- a. Public Comment:
- b. Board Member Comment: Recognition of Shannon and Ryan for service with the board. Larry and Audrey will take over at the next meeting. We have come such a long way in just one term!
- c. Shannon moves to adjourn the meeting, Ryan 2<sup>nd</sup>, all in favor.

Meeting adjourned at 6:49pm

Thankful, grateful and blessed to have served the last 4 years with all of you and to have accomplished so much with such a great team. I will miss you guys but look forward to watching your next steps! - Shannon