

Bath Township Public Library

Meeting Minutes

Wednesday, May 25, 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, June 15, 2022 @ 6:00 pm

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. Larry **motions** to approve the minutes. Theresa supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the May meeting packet.

Overall, the budget is in good shape. Kristie worked with Consumers, adjusting the payment schedule for utilities. The audit is finished and was very positive. Two grants have been secured, resulting in a laminator and furniture for the children's room, and sponsorship for the summer reading program.

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

III. Director Report

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

The emergency and whistleblower policies are updated and ready to be instated. Kristie met with Kevin Douglas of BTFD to discuss emergency exits. Staff meetings are productive and positive. Preparations for the summer reading program are coming along well, and the kick-off party is greatly anticipated by the staff and patrons.

Kristie continues to be involved in the community, working on the Safe Routes to School project, and lead the Library of Michigan board last week. Strategic planning is another focus, with the intent of developing a new 5-year plan and community survey.

Kristie would like to hire a bookkeeper, ideally working 3 to 4 hours a month at a rate of approximately \$53/hour. Their role would be to help in preparing a monthly report for the board and treasurer, access QuickBooks, journal entries, and reconciliation. The contractual candidate being considered is bonded and insured, and she is detail-oriented and very well-prepared. Kristie presented a proposal from Carrie Johnson of Transparent Bookkeeping, which is based in Haslett. Kristie will look into her references further but provided a great deal of information about Ms. Johnson during the discussion.

Lynn **motions** to allow Kristie to hire Ms. Johnson if their references are positive. Theresa seconds. Aye: Ken, Audrey, Sue, Lynn. Nay: Larry. Motion passes.

Kristie has looked further into the established staff retirement plans/policy (Safe Harbor), which lacks some details and foresight. It is currently out of compliance. In her research, she contacted Waggoner Financial for insight and advice. She suggests that their oversight and expertise would be very helpful, moving forward. Their fee would be paid by the staff through their contributions, so the library budget would see no change. The matching is currently based on the payroll, and some employees are ineligible due to their age or hours worked. The proposed changes would be more inclusive for the staff, and easier to manage and adapt in the future. Waggoner Financial is invited to present to the board at the June meeting. Theresa **motions** to support moving ahead, and Larry seconds, all in favor.

IV. Unfinished Business – Items for Discussion

- a. BTPL Emergency Policy
- b. Whistleblower Policy (Basic policy provided by Anne Seurynk, from MLA)

V. Unfinished Business – Items for Action

- a. BTPL Emergency Policy (already approved at a previous meeting)
- b. Whistleblower Policy – Sue **motions** to accept it as written, and Ken seconds, all in favor.

VI. New Business - Items for Discussion

- a. .

VII. Items for Action

- a. .

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: Sue appreciates the efficient, positive meeting. Larry and others look forward to the kick-off party for summer reading.

c. Sue **motions** to adjourn the meeting at 6:45.

Larry seconds, all in favor. (Minutes recorded by Audrey

Barton, Secretary)