

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, January 18, 2023*

*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 February 15, 2023 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:05pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes with suggested amendment of fixing one typo. Sue supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in January meeting packet. BTPL rounded out 2022 with a healthy budget and treasurer's report. Assistance from Transparent Bookkeeping has been a great benefit to the organization, and Carrie's work is greatly appreciated. The audit begins in the week of February 22, 2023.

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

### **III. Director Report**

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

BTPL is fully staffed, heading into 2023! Welcome, Harrison, to the Circulation Desk team. November was a quiet but busy month, and in December the library participated in the township's Christmas tree lighting ceremony. Kristie continues to be involved with Library of Michigan at the state level. In Bath, she and the staff are preparing to install a story walk near Couzins Park, funded by the Safe Routes to School grant monies. The BTPL Board completed a series of strategic planning meetings. The Friends of BTPL book sale room underwent some serious organizational improvements, and it looks great.

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

- a. Strategic Planning Update – Kate from Woodlands has provided the Board with a summary of the strategic planning events. The key objectives are laid out, and include:

Strengthen the connections already

formed. Explore new connections.

Expand the Volunteer Program

Connect with neighboring

libraries

The Board will look over and consider this information, and return in February to discuss further. The possibility of forming a district library in the future was discussed, with many questions about how to best serve Bath Twp.

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

- a. .

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

- a. Benefits Changes – Kristie provided information about changes to policy regarding accrued PTO for the staff, longevity, and 401K. These are a result of changes at the state level. A benefits opt-out stipend of 50% was suggested, and after deliberation Larry suggests a set stipend amount of \$100 per paycheck.
- b. Handbook Updates – Changes to the handbook related to the item above. Kristie also suggests handbook changes regarding overdue fees (which are no longer collected) and the employee dress code.

#### VII. Items for Action

- a. Annual Election of Officers (President, VP, Treasurer & Secretary). Sue **motions** to retain the same officer slate, Lynn seconds, all in favor.
- b. Confirm 2023 Meeting Dates - Meetings will continue on the 3<sup>rd</sup> Wednesday of each month, barring a schedule conflict. Meeting dates are available on the library website.
- c. Benefits Changes - Larry **motions** to offer a stipend for employees that opt-out of health insurance benefits equaling \$100 per paycheck for 26 paychecks annually, Sue seconds, all in favor.
- d. Handbook Updates – Changes to “6.5 Other” in the Handbook, regarding overdue fees and employee dress code. Lynn **motions** to accept the changes, Sue second, all in favor.

#### VIII. Closing

- a. Public Comment: none

b. Board Member Comments:

c. Theresa **motions** to adjourn the meeting at 7:39. Ken seconds, all in

favor. (Minutes recorded by Audrey Barton, Secretary)