## Bath Township Public Library

Meeting Minutes

*Wednesday, December 18, 2019*

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| *Present:* | (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlasic,  Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss (Library Director & staff) Kristie Reynolds  Public: |
| *Next meeting:* | Wednesday January 15, 2019 @ 6:00pm |

## Regular Business

* 1. Meeting called to order at 6:05pm
  2. Moment of civic reflection.
  3. Theresa moves to approve the agenda as presented, Lynn 2nd, all in favor.
  4. Public comment on agenda items: none.
  5. Disclosures of conflict of interest: none.
  6. Lynn moves to approve the minutes as presented, Ken 2nd, all in favor.

## Financial Report

Attached.

* 1. FY2019 budget: Likely 50k-60k surplus going into the new year. Lynn moves to accept treasurer’s report as presented, Ken 2nd, all in favor.
  2. Budget Adjustment: Kristie requests that we take $1,000 out of technology, and put $500 of that into the insurance category (currently over budget due to increase in employees since original budget was drafted) and $500 into contractual services to create larger buffer. Overall way under budget! Shannon moves to take $1,000 out of technology and put $500 of that into insurance and the other $500 into contractual services. Ryan 2nd, all in favor.
  3. Bath Township Finance Resolution: Resolution presented by Ryan to provide for collection and disbursement of library millage funds by Bath Township at a cost of a 1% administrative fee per year. This will bring the library into compliance with state law going forward. This cost to the library will be roughly $3,000 per year but will vary based on millage funds. Ryan moves to accept resolution as presented, Lynn 2nd.

## Director’s & Youth Services Reports

Both reports attached. Kristie is adding PC Cop by Envisionware to help with the issue of some inappropriate / disruptive youth patrons. Joana is back from Medical Leave (welcome back Joana!)

## Unfinished Business

* 1. Bylaws; Kristie will send adopted resolution mentioned above to attorney to see how this resolution affects our current bylaws.
  2. Location move; discussion of future direction options.
  3. Strategic Planning Workshop;
     1. Donors; Sue and Ryan are working on this; table until January.
     2. The Move; Ryan and Kristie met with Darryl Kessler; this was initial meeting and we will need to meet with him again as no negotiating took place. Lynn and Theresa estimate that moving expenditures alone will cost us about $80,000.
     3. Library info in surrounding public areas; table until January.
  4. Employee Handbook; Vetted by attorney. Ken moves to approve employee handbook for use beginning next year. Theresa 2nd, all in favor.

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## New Business – Items for Discussion

* 1. Meeting Schedule 2020; keeping current schedule. 3rd Wednesday of the month. Next meeting January 15th. Shannon moves to keep our current meeting schedule for 2020; 3rd Wednesday at 6:00, Ken 2nd, all in favor.

## Items for Action:

* 1. None.

## Closing

* 1. Public Comment: None.
  2. Board Comment: Lynn will not be at January meeting but hopes to be here in February.
  3. Ryan moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 8:00pm