

Bath Township Public Library

Meeting Minutes

Monday, April 16, 2018; meeting called to order at 5:04pm with building tour. Regular meeting followed starting at 5:34pm.

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd. Ryan Fewins-Bliss. (Public) Derek Barth

Next meeting: Tuesday, May 1, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Theresa moves to approve the agenda, Shannon 2nd, all in favor.
- c. Public comment on agenda items: Derek re: potential artificial skylights are excessively expensive and lots of work/ upkeep, don't do it unless we can have a real skylight.
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve last weeks meeting minutes as presented, Ryan 2nd, all in favor.

II. Financial Report

Budget vs. Actuals presented through March 2018 and a little into April 2018. Board members can review and sign/ approve March expenses at next meeting.

III. Librarian Report

Next meeting.

IV. Unfinished Business

- a. Attorney Anne completed edits on bylaws. If we wanted her to come speak to us, she charges at regular billable hour price. In the meantime, an option is to sign up for library law newsletter on Foster Swift website.

- b. Program / Policy Committee update: Re: checks- restrictions on check signing. Who signs? Is there a dollar limit? What requires two signatures? Ryan suggests we talk to accountant about recommendations. He will discuss this with Aaron Stephens and report back to us. Public comment shall stay in both places on agenda, both at the beginning of the meeting (regarding agenda items only) and at the end. Both HR and Financial policies needs to be discussed and developed- we have not touched on this yet. We will come back to the bylaws after a director is hired.

- c. Director: Interviews on Thursday 4/19/2018. Interviews begin at 9:00am. Review interview questions prior to Thursday and be ready to make notes. Ryan moves to adopt job description as formal director job description. Lynn 2nd, all in favor. References have not been called but we should call references for candidate(s) we are most interested in before extending offer. Will we need a contract? Any offer will be contingent on a background check and reference check. Timeline: decide who we would like to offer the position to, check references, make contingent offer, fingerprint background check, written offer. Flexible goal for director start date, July 1st. Potential to request that new director make recommendation on benefits.

- d. Updates on technology. Look for upcoming patron trainings on accessing Apollo. Two new PC's and all equipment for firewall switch and access point replacement. Waiting for installation.

- e. Staff healthcare options: Michigan Library Assoc. will be offering health insurance on July 1st. We would need to join MLA to take advantage of this.

- f. Advertising opportunities: On hold.

- g. Logo: On hold until director is hired.

- h. Custodial: Covered until end of June at this time.

V. Action

- a. Shannon moves to join the Michigan Library Association on organizational level as well as individual trustee level. Theresa 2nd, all in favor.

VI. New Business

Tour of 6,000 square feet. All interested but we need a plan. Job 1- let Kesler's know we are interested, but also start doing some research on other facilities that have done projects in the past. Class 4 library requires more space and we will likely reach class 4 after next census. How much will this cost? Likely \$25-\$30k rent/ year but we will be collecting penal funds by then, so price is definitely "do-able." Is it possible to do project in phases? Do simple renovations to all building with carpet/ paint/ bathrooms/ windows, etc.... with divider and only really focus on front half of building for now, with room to grow. Ballpark figure of renovations, what kind of time frame are we looking at?

VII. Closing

- a. Public Comment: none.
- b. Board Comment: none.
- c. Theresa moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 7:24 pm.