

**Bath Township Public Library**  
Meeting Minutes

*Tuesday, October 2, 2018; meeting called to order at 6:07pm*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,  
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss  
(Library Director & staff) Kristie Reynolds, Carrie Frazer, Casie  
Perry, Derek Barth

*Next meeting:* Special Budget Workshop: Tuesday October 16, 2018 @ 5:00pm.  
Regular Meeting: Tuesday November 06, 2018 @ 6:00pm.

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**I. Regular Business**

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Ryan 2<sup>nd</sup>, all in favor.
- c. Public comment on agenda items: Introduction of new staff members;
- d. Disclosures of conflict of interest: none.
- e. Lynn moves to approve meeting minutes (“benefits for next meeting” not “next week”) from last meeting as amended, Ryan 2<sup>nd</sup>, all in favor.

**II. Financial Report**

Attached. Budget is looking great! Payroll is ready to be transferred to Kristie.

**III. Librarian Report**

Attached.

#### IV. Discussion

- a. Legal & Professional; New lease has been signed.
- b. Staffing; Casie Perry – new part time clerk; Carrie Frazer – new youth librarian.
- c. Scheduling; Update on changing hours – operating on new hours for last two days. Kristie has gotten a lot of positive feedback and we have had people visiting the library during those hours. 10-8 M-Th, 10-4 F-Sa.
- d. Upcoming Programs; Power Rangers party was moved to Wednesday due to Homecoming. Casie and Alex are planning a great party! Board Game day, Teen Time, Deer Widows night, JMAC, Baseball Program, all in works. Elizabeth Evans is starting a beginner knitting or crocheting course.
- e. Community Outreach; Friends walking in the homecoming parade, board is invited to join. 4:30 at Middle School.
- f. Technology; Phones are in and working and all have voicemail. Sold old phones for \$15! Quote for new staff PC is attached as cost is over \$1k and Kristie's spending limit. Shannon moves to approve the purchase of the staff computer as presented, for \$1,126.02, Lynn 2<sup>nd</sup>, all in favor.
- g. Policy; review policy and be prepared to discuss at November meeting. The sections highlighted in blue are updated by Kristie.
- h. Continuing Education; Kristie attended New Director's training in September and states that it was wonderful. She was able to meet many new area directors. The state has a training for eRate coming up if we are interested... short version: discounted technology through eRate certification. Kristie is also interested in 2018 business, management, finances New Leadership program through MLA. She will check into both offerings. Kristie also took place in webinar re: State aid. Sue attended Community Engagement Summit; event in partnership with Harwood Institute re: community development. Very interesting and helpful.
- i. Projects;
  - 1. Signage - in the works. There is a quote in the director report, but we need someone to do the work.
  - 2. Architect – in communication regarding the moveable walls. FTCH will do a presentation if we are interested. Trustees should think about what we would like to see, make a list and be prepared to discuss our ideas as well as how we could engage the community (focus group?) for additional ideas at our November meeting.
  - 3. Shelving - new shelving for children's area is here.

4. Security – Fire Extinguisher’s being checked this week. If the company does not check the smoke detectors, Kristie will check into having this done. Back door is in the works. Sue spoke with Doug Murphy – technology director at school central office. He has a contact for surveillance cameras.
5. Maintenance – Kesler’s fixed the bathroom sink.

#### **V. New Business**

- a. None.

#### **VI. Action**

- a. None.

#### **VII. Closing**

- a. Public Comment: None.
- b. Board Comment: Benefits – Kristie will need time off in November. We need to discuss PTO and benefits during next meeting. Kristie also has some connections for headshots. Sue requests that we discuss strategic planning.
- c. Theresa moves to adjourn the meeting, Ryan 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:41pm.