

Bath Township Public Library
Meeting Minutes

Tuesday, November 6, 2018; special budget meeting called to order at 6:04pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd,
Ryan Fewins-Bliss (absent with notice)
(Library Director & staff) Kristie Reynolds, Derek Barth
(Public) none.

Next meeting: Regular Meeting: Tuesday December 04, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Theresa 2nd, all in favor.
- c. Public comment on agenda items: Welcome Christine Gibson as clerk.
- d. Disclosures of conflict of interest: none.
- e. Theresa moves to approve the minutes from 10/16 Budget meeting and 10/02 regular meeting as presented, Lynn 2nd, all in favor.

II. Financial Report

Budget through end of September presented. Vote to amend this years' budget to adjust the discrepancies in contractual services and office supplies & software categories. This will need to happen at 12/4 meeting when Ryan is present.

III. Librarian Report

Attached. Statistics for September and October provided. Everything is up except for computer use. Is there a way to track wi-fi use? Sue believes we can through Sysco. Reindeer, Anna and Elsa coming December 11th.

IV. Discussion

- a. Budget; Advertising / Marketing category reduced to \$7,000, Ryan suggests odd numbers be rounded up and remove contractual services category. MML and Employer's FICA categories are incorrect. We will table the budget vote one more month so that Ryan is present for the vote and changes are ironed out. Kristie will forward proposed budget to trustees after changes are completed, prior to vote on 12/4.
- b. Benefits Package; Kristie is still working on 401k, Health Insurance – Kristie suggests Simply Blue PPO. Vision and dental are roughly \$30+ more per month. Kristie will check into these further as well as some other options (Midwestern Dental) As far as other benefits go, Kristie is recommending that we begin with attached benefit plan tonight. Shannon moves that we approve Kristie's proposed staff benefits package as presented with the caveat that she checks further into the dental and vision. Lynn 2nd, all in favor.
- c. Policy Manual; Amend page 6 under "Hours of Operation" section III to read: If a holiday falls on a Saturday, we will close on the preceding Friday, and if a holiday falls on a Sunday, we will be closed the following Monday. Additional Appendix provided. Lynn moves to forward to attorney, Theresa 2nd, all in favor.
- d. Employee Manual; Additional grievance policy and discipline processes provided as attachments. Lynn moves to forward the proposed employee manual to attorney for review, Theresa 2nd, all in favor.
- e. Appendix; Derek and Kristie are working on a master copy folder that includes regularly used forms. Appendix is part of employee manual, no motion needed to send to attorney.
- f. Staffing Update; Christine was added to help cover time off for other clerk. She popped into introduce herself tonight. Welcome Christine!
- g. Technology; Quote for new staff computers attached to packet. AWE computers, touch screen with color coded keyboards and mouse. Pre-loaded with 70 games, bi-lingual, directed for use with children ages 3-8. All inclusive, free updates. Kristie suggests that we replace children's area computers with these AWE computers. Lynn moves to approve the total request for 2 AWE's and 7 ASK computers (including circulation computer.) Shannon 2nd, all approve. Consider divider desks for future for privacy purposes.

V. New Business

- a. Annual Vote for Officers; table until December
- b. Strategic Planning Workshop; table – come to January meeting with topics to discuss. Will address again at next meeting.

VI. Closing

- a. Public Comment: None.
- b. Board Comment: Shannon suggests that we need to get moving on an audit. Sue will reach out to Karen at the township for a list of agencies to send a proposal to. This should be on agenda for next meeting.
- c. Shannon moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 7:14pm.