

Bath Township Public Library
Meeting Minutes

Wednesday, April 17, 2019

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

Board not present:

(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer

Next meeting: Regular Meeting: Wednesday May 22, 2019 @ 6:00pm. (adjusted
from 05/15)

I. Regular Business

- a. Meeting called to order at 6:03pm.
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as amended, Shannon 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes from 2/19 as adjusted (Lynn moved and Theresa seconded under Strategic Plan notes. Theresa moved and Shannon seconded under New Business / meeting change notes.) Sue 2nd, all in favor.

II. Financial Report

Attached. Over on legal and professional services due to policy & procedure work. This category will need to be adjusted. Think about doing budget adjustments more often, perhaps 2-4 times / year. Re-visit this at June meeting. Ryan checking into large budget vs. actual discrepancy for taxes with the township – there may be another check waiting for us. Lynn moves to approve treasurers report, Theresa 2nd, all in favor. Ryan turning over Quickbooks account to Kristie. Numbers are all up! Great job with the programming, Carrie!

III. Director's Report

Attached. Theresa questioned Hoopla account expense, Kristie explains that amount is variable and will change month to month based on usage. Woodlands has hired someone to handle partnering. Discounted tickets for events are coming!

IV. Discussion

- a. Policy & Employee Manual;
 - I. Material Selection: Page 4, item F. Change "chair" to "president." Ken moves to accept material selection policy with change to section F. Theresa 2nd, all in favor.
 - II. Meeting Room Policy: We need a waiver of liability for room rentals. Page 1, B3 & B6 are redundant. Ryan moves to accept Meeting Room Policy with changes, Theresa 2nd, all in favor.
 - III. Circulation Policy: Ryan moves to accept the Circulation Policy with addition of non-resident fee amounts (\$25 / individual, \$50 / family) Lynn 2nd, all in favor.
- b. Ryan moves to go into closed session to discuss legal opinion, Theresa 2nd, all in favor. Kristie has been invited to stay.
- c. Strategic Plan: Mr. Bender proposed a three-part meeting. First four hours of meeting on Friday are for staff and board, second part would involve the community, and just the board and a couple of staff members on Saturday morning. Board members should make suggestions of 6 or so community members to invite via email to Kristie by May 1st. Three target discussion areas: facility, community relationship and programming.

V. New Business: None.

VI. Closing

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

Meeting adjourned at 7:42pm.