

Bath Township Public Library – Special Meeting

Meeting Minutes

Wednesday, April 3, 2024

Present: (Board Members) Sue Garrity, Lynn Bergen, Larry Fewins-Bliss
Ken Jensen, Theresa Kidd, Audrey Barton
(Library Director & Staff) Kristie Reynolds, Jana Slisher, Amy Thomas,
Jana Slisher, Nayeli Bancroft

Absent: none

Public Present: Don Keller

Next meeting: Wednesday April 17, 2024 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03 pm
- b. Moment of civic reflection.
- c. Ken **motions** to approve the agenda, Audrey supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none

II. New Business - Kristie's Last Day – Tuesday April 30, 2024

a. Plan for Interim Director – Sue details that the hiring process will be handled internally, by the board of trustees. Kristie recommends that Nayeli become the interim director, as they can work closely to prepare her for handling the day to day responsibilities. The largest task will be handling the financials, and Lynn is ready to assist with this. Kristie mentioned that Theresa, Sue and Lynn are bonded, they are capable of signing paychecks. In expectation of a smooth transition, Kristie and Nayeli are already working together on this transition process.

Sue is in favor of bringing Nayeli on as interim director. Theresa and Lynn also state their support of this transition. Nayeli is eager to take on the task, and staff members support her as well. Kristie plans to be accessible to BTPL staff in the coming months.

Sue **motions** to appoint Nayeli Bancroft as interim director, Theresa seconds, all in favor.

Sue suggests that Nayeli be brought up to a different internal level as she rises to this challenge, with increased compensation. Currently (as a level 34) Nayeli receives approximately \$18.68 per

hour, at 35 hours per week. Kristie recommends that an incoming director's salary be approximately \$50,000 annually for a 40-hour work week. This equates to \$24 per hour.

Sue recommends that Nayeli be paid \$24 per hour during the time that she serves as interim. There would not be any impact to her health care benefits, and would likely increase her retirement savings, minimally. There should be no change to workman's comp.

Larry suggests that the effective first day of her interim position would be May 1st, hired in at 40 hours per week. Kristie assures the Board that Nayeli's current responsibilities will be supported and shared amongst the part-time employees, temporarily. Once the new director is in place, Kristie suggests that a new position may need to be created to take on these responsibilities, if they cannot be absorbed successfully by the staff of BTPL.

Sue **motions** to change Nayeli's pay to \$24 per hour beginning May 1, 2024, continuing until a new director is in place. Ken seconds, all in favor.

b. Recruiting a New Director – Sue explains that the opening will be shared far and wide within MLIS circles. The current description for the library director is mostly adequate. Lynn suggests including more about the library's strategic plan. Kristie recommends adding an annual contract and an update in the policy outlining these expectations. She further recommends that the pay scale begin in the low \$50,000s. Theresa suggests that the board review previous director evaluations, in preparation.

The posting should go live later this week, once an official announcement about this change has been made.

Sue adds that this may be an opportune time to explore different staffing structures, to allow BTPL to stay flexible and resilient with future staffing changes. BTPL will need a director who holds an MLIS by December 31, 2025 to maintain state aid, and membership to the Woodlands Cooperative. Nayeli submitted to the Board a proposal (with recommendations) that she be considered for this position. This would require her to pursue an MLIS within the next two years. There is much to consider and explore in this proposal, and the Board will revisit it soon.

Sue reminds the Board that during the last director hiring process, with help from Kent Library's services, the pool of applicants was narrowed down to four great candidates. Assistance from Brian at Kent cost approximately \$2000, and their guidance was very helpful. For this new hiring process, applicants will first contact Jana, and she will then forward all applicants to the board.

Larry suggests that their assistance may again be very helpful, and this process does not need to be rushed now that we have a capable interim in place. Sue offers to contact Kent Library and inquire about the cost of their services. Lynn assures the board that the money is available for such an important task. This would lighten the load for BTPL staff, especially Jana. Lynn **motions** that Sue contact Kent Library and move forward with this process, Audrey seconds, all in favor.

Looking forward to the interview process, in-person interviews are favored by the Board. Sue suggests that interviews happen in a short window, ideally on a Wednesday or Friday in May.

Following the interviews, the Board will convene to make a decision on first and second choice candidates.

III. New Business – Items for Action

- a. Vote on necessary details - none

IV. Closing

- a. Public Comment: Nayeli asks for clarification about when the job posting will go live through Kent, so it may be added to the BTPL library website, and announcing the upcoming change.
- b. Board Member Comments: The Board thanks Nayeli for being willing and able to step in as Interim Director, as well as the support and help from Jana and the rest of the BTPL staff. Best wishes to Kristie in this new adventure! It's not easy to see her go, and we are so grateful for her guidance over the last many years. Kristie says this is not 'goodbye' and she intends to visit and attend programs like the Wine and Cheese book club.
- c. Audrey **motions** to adjourn the meeting at 7:01. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)