

Bath Township Public Library

Meeting Minutes

Wednesday, June 12, 2024

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

Absent: none

Public Present: Don Keller

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

I. Regular Business

- a. Meeting called to order at 6:02 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Lynn supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in June meeting packet. Lynn reports a healthy budget, and she is satisfied with our relationships with Transparent Bookkeeping and MSUFCU. As of May 31st we are 42% of the way through our planned budget, and on track. Ken adds that it would be interested to see the growth of the library's dividends over the last many months, all on one page. Lynn offered this information, and it those interested in a detailed break-down can request this from Nayeli, the interim director. Sue suggests that an annual report for the public may be a nice addition.

Ken **motions** to accept the financial report, Larry supports, all in favor.

III. Director Report

Please see the full Director's Report in June meeting packet.

There's lots of buzz about the Summer Reading Program! BTPL is officially a public cooling center, and Nayeli is looking ahead to how to staff the library properly and provide services during

extreme heat advisories. This may require the library to stay open later into the evening, or for extended hours on weekends. This may require volunteers from the Board, or perhaps the Friends of the Library committee. Larry suggests that there may be grants and funding for this situation. In regards to staffing, the BTPL staff now consists of 8 members. Welcome to the newest addition, Ms. Jeannine Brown! All staff ARE trained in CPR/AED/First Aid (the packet typo suggests otherwise).

Programming at the library in May included CPR training, field trip visits, a recycling event, and lots of help in the community garden from Unity in the Community volunteers! Seeds and plants are available for free, for the entire community. Summer Reading Program preparations took much of the staff's focus, too. Bath Parks and Rec is an official sponsor for the summertime storytime programs in the park. Thank you, Parks and Rec!

Nayeli handled issues with rowdy teen patrons, a computer replacement, the library's HVAC system, and a server in need of replacing. The current server is out of warranty, and must be replaced. Nayeli is exploring the option of moving to a cloud-based system, and expects a quote from Convergence. The board discussed the pros and cons of cloud vs physical server, security of patron information, and look forward to seeing more information on this next month. Lynn reminds us of the importance of knowing when routine cleanings of the HVAC happen throughout the year, so that maintenance happens when it is most needed (like during an extreme cottonwood season). Nayeli also updated how Consumers bills the library, made suggested improvements to the Social Media Policy, procedures regarding the security cameras at BTPL, shifting from Paychex to Capital Group for retirement savings plans, and she continues to take on the many responsibilities of Interim Director.

Youth Librarian Jana Slisher adds that the 1st, 2nd and 3rd grade classes all visited the library on field trips. These students were very enthusiastic about the summer reading program, and were eager to return. Staff also attended the elementary school's field day, which was great fun.

BTPL story time sessions remain popular, however some patrons struggle due to the Webster Rd construction project. New visitors from St. Johns have attended also, as their library is closed for renovations.

IV. Unfinished Business – Items for Discussion

- a. Options for forming a District Library (ongoing) - As identified as a goal in our Strategic Plan, the Board seeks more information about districting. Nayeli met with the new Superintendent, and discussed ways to move forward and work together.
- b. Hiring a New Director (ongoing) - scheduling for five candidates – Sue says the next step is to schedule interviews. The board suggests Friday, July 19th (with Thurs July 18 as the back-up date). Brian Mortimore will assist the Board in informing the candidates and connecting them with Sue.
- c. Safety Update – Funding a new back door emergency exit – There has been no word from State Rep Tsernoglou about funding for this important improvement, which leads Nayeli to think that this will need to be paid with library funds. Nayeli suggests a call for official bids, and assisting Mr. Kesler with moving on this project.
- d. Social Media Policy – this has returned to the Board for review, with requested changes.

- e. Dept. Of Labor Overtime Rule under FLSA – With a new director expected, Sue suggests that making many changes at this moment is not ideal. In the interest of simplicity, the current changes focus on clarifying the Youth Librarian description. This position would stay at the same pay rate but work more hours **(with a limit of up to 50 hours weekly,** including overtime with approval from the Director). This would require an amendment to the budget. Sue adds that it would be wise to have a professional in this field look at the impacted positions once the new Director is installed. Please see the informational page in the packet, and how various positions at BTPL compare to Michigan libraries servicing similar communities. Nayeli recommends having a lawyer assist with a more complete update, once the new Director is in place.

V. Unfinished Business – Items for Action

- a. Vote on Social Media Policy – Sue **motions** to accept the policy as written, Theresa seconds, all in favor.
- b. Vote on necessary budget issues related to Overtime Rule – Theresa motions to approve, seconded by Larry, all in favor.

VI. New Business - Items for Discussion

- a. Nepotism Policy - Sue brought this forward to the Board in preparation for the upcoming Director interviews, as one candidate is a relative of a current staff member. She also recognizes that Nayeli's relative is a contracted janitorial employee for BTPL, hired by the former Director. In the past, the library has employed other immediate relatives of current employees. The goal here is transparency, and to have policies in place moving forward. Nayeli suggests that approval from the Board (as outlined in the policy in the packet) should include written permission in the employee's file. The Board discussed whether or not their own immediate relatives should be included in this policy. Larry added that a Board member could declare "conflict of interest" and this disclose would be enough. Sue offered to ask Brian Mortimore to weigh in on this matter. Lynn points out that this seems to be a matter of supervision, and that the exemption is helpful.

VII. New Business - Items for Action

- a. Potential vote on Nepotism Policy – to be voted on in July with suggested edits

VIII. Closing

- a. Public Comment: Jana weighs in on the Nepotism Policy, and suggests that it may come across as a serious impediment to current or potential employees. Sue responds that she appreciates everyone's patience throughout the search for a new Director. Jana adds that this may have precluded her daughter from working in the Circ. Dept, in the past. Theresa adds that she is grateful that BTPL has had such a great group of people on staff. Audrey adds that this policy could be seen as an opportunity to discuss these cases and seek solutions.
- b. Board Member Comments: Sue says how much she appreciates everyone's patience in this process. Lynn thanks Nayeli's hard work, keeping us afloat during this phase.

c. Larry **motions** to adjourn the meeting at 7:49. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)