

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, May 15, 2024*

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

*Absent:* none

*Public Present:* Don Keller, Diane Doberneck

*Next meeting: Wednesday June 19, 2024 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Theresa **motions** to approve the agenda, Ken 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 May meeting packet.  
Lynn shares that at the end of April (33% of the way through the fiscal year) our expenses equal 40% of the budget. Lynn says that we are on a good track.  
The report from Transparent Bookkeeping is also included in the packet. Sue, Lynn, Nayeli and Karrie from Transparent met recently, to go over everything following Kristie's departure. Sue assures the board that the management of expenses and duties is well balanced, and Transparent Bookkeeping's assistance has been vital to keeping everything in order.  
Ken **motions** to accept the financial report, Sue supports, all in favor.

### **III. Director Report**

Please see the full Director's Report in May meeting packet.  
Nayeli has stepped in as interim director at BTPL, and she has been busy! Recent events (like the Solar Eclipse viewing party and a gardening workshop) have been very well received. Summer Reading is gearing up, and the library is a-buzz with new decorations, programming, etc. BTPL

continues to partner with the Bath Township Senior Center, providing mobile library services and programs. Many staff members and board members attended Library Advocacy Day at the capitol building in Lansing. Sue adds that this was a wonderful day spent meeting with state representatives, learning about advocacy techniques, and networking.

Nayeli's transition into the role of interim director, with a long list of ongoing projects, meetings, and plans for the near future. She brings to the board some suggested updates to the library's social media policy. This will come back to the board at the June meeting. She is also gathering quotes for upcoming technology upgrades. The back-up server warranty will soon expire, and there are a few possible solutions and services to consider. Nayeli and the staff are hiring a new part-time employee for the circulation department. The potential minimum wage increase (at the state level) seems likely to pass, eventually, and so Nayeli is keeping an eye on the best ways to keep staff salaries and contracts aligned. Sue adds that advice from Brian Mortimore and/or an attorney would be very beneficial, as we look at clarifying job descriptions and contracts.

The library has been a busy place, in the last month! Please see the statistics table in the meeting packet. In an attempt to improve communication between staff and board members, a staff calendar has been included, too.

Jana provided a Youth Report, and it's clear she has been busy in the library and around the community. She continues to host story times at BTPL multiple times a week. In April, she also made appearances at the public schools and a local preschool. Classes are also visiting the library for field trips, which is a wonderful way for students to learn about our library and what it has to offer the community.

#### **IV. Unfinished Business – Items for Discussion**

- a. Options for forming a district library – no change
- b. Hiring a new Director – Mr. Mortimore is in the process of collecting ideal candidates. Soon, the Board will be presented with a selection of appropriate candidates. The interview process will begin soon after. Sue reminds Board members to share the job listing in their circles.
- c. Safety Update - The quotes received for the installation of a back door have been submitted, and Nayeli is waiting for a response.

#### **V. Unfinished Business – Items for Action**

- a. .

#### **VI. New Business - Items for Discussion**

- a. Social Media Policy - Discussed within the Director's Report
- b. Department of Labor – Minimum Wage Increase – Discussed within Director's Report

#### **VII. Items for Action**

- a. Potential Vote on Social Media Policy – will return to this in June

#### **VIII. Closing**

- a. Public Comment: Don Keller suggests that the exempt/non-exempt is not usually a choice. He is curious about the search for a new Director, how the salary offering was determined, and asked about how it's being handled. Sue offered more information about the search process. Jana adds that it's possible that many candidates will be new to this role, and that they may see BTPL as a stepping stone position rather than be committed to the community in the long-run. Diane Doberneck took this opportunity to introduce herself, as a candidate for Library Trustee in the upcoming election.
- b. Board Member Comments: Audrey notes the passing of Jake the Dog, who served as a volunteer at the library along-side his human, Dick. The Board thanks Dick and Jake for the countless hours they spent with patrons of all ages. Audrey also welcomes Tug, Dick's new dog, who made their first story-time appearance in April. Nayeli adds that a memorial for Jake is being planned, to be displayed in the library.
- c. Lynn **motions** to adjourn the meeting at 6:48. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)