

Bath Township Public Library

Meeting Minutes

Wednesday, August 20, 2019

Board present: Sue Garrity, Ken Jensen, Ryan Fewins-Bliss, Theresa Kidd, Lynn Bergen

Board not present: Shannon Vlassic (with notice)

Staff present: Kristie Reynolds, Derek Barth

Guests: Teri Cline

Next meeting: Regular Meeting, Wednesday, September 18 @ 6:00 pm

Meeting called to order at 6:00 PM

Moment of civic reflection

Ryan moves to approve agenda as written, Ken seconds, all in favor

Public comment on agenda: None

Disclosure of conflict of interests: None

Review and Approval of Minutes: Attached. Lynn asked to amend a comment that is toward the end of the minutes to add the words “**on line**” at the end of the sentence that says “Lynn attended EDI class.” Theresa asked to include the words associated with the acronym ACH, but only after the first time the ACH acronym is used - ACH (Automated Clearing House). Theresa moves to approve the minutes as amended, Lynn seconds, all in favor.

Financial Report: Attached. Kristie presented the financial report. She has added account numbers for each category. Kristie filed audit response letter to Michigan Treasury. There is no state aid included in financial report because there is a two-year lag time before receiving state aid. We will begin receiving state aid in 2020. Budget adjustments will come this October. Lynn moved to approve budget as written, Ken seconds, all in favor.

Director's Report: Attached. Kristi shared that the DeWitt/Bath Review newspaper has included us in two spots in their new community phone directory. See attached for complete report. Something not included in the report is that Leon Puttler knows a youth librarian in California he has been in touch with related to youth services. Kristie will be on a committee there and will talk about youth services via phone. The Youth Report is also attached.

Unfinished Business:

- After reviewed and passed our FOIA policy, Sue moved to accept the FOIA policy as written, Lynn seconded, all in favor.
- Investment Policy states what we can and cannot do to make an investment of our funds. Kristi recommended we pass this policy and then Ryan can look for ways to invest. Lynn moves to accept the Investment Policy so Ryan can begin looking at where we will consider investing library money, Ryan seconds, all in favor.

Ryan moved that we now move into closed session to review attorney letter related to our Bylaw – Article IV, Section 7, Treasurer. Theresa seconds, all in favor.

Closed Session – see separate minutes

- Kristi spoke with Jack Phillips, Superintendent, Bath Board of Trustees, about road signage. An agreement was made that we will get signage this week or next.
- Ryan and Sue will get together on donors.
- Kristi would like to see RFID (radio frequency identification) added to our to-do list. Lynn and Theresa will check into that.
- Some things on our strategic plan list may not be necessary to move to a larger space. We will need to categorize the list for what we need right now related to opening new library space and then put them into phases.
- We should all come prepared with our list of priorities for what we will need to move into new space. It will be important to check with Darrell Kessler (landlord) about what he is able and willing to do related to this move. Lynn, Theresa, and Kristi agreed to meet with Kessler before our September meeting.
- Christine and Joanna are putting together a Family Resource Center binder with Kristie's oversight.
- We need to check out our township student complexes and golf courses about placing library information.

New Business:

- Director evaluation – Each board member is asked to fill out the director evaluation form and get to Sue by Wednesday, September 4.
- Future meeting schedule dates – Our September meeting will remain the 3rd Wednesday, September 18. However, the October meeting is being changed to the 4th Wednesday, October 23 where discussion of our budget will be on the agenda.
- Kristi shared with us some patron thank you notes.

Ryan moved to adjourn the meeting, Lynn seconds, all in favor.

Meeting adjourned at 7:16 PM

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Closed Session Meeting Minutes

Wednesday, August 20, 2019

Board present: Sue Garrity, Ken Jensen, Ryan Fewins-Bliss, Theresa Kidd, Lynn Bergen

Board not present: Shannon Vlassic (with notice)

Purpose of closed session meeting: To review legal opinion on how and who will handle BTPL library finances.

The township board of trustees will be hiring a new superintendent soon. Ryan and Sue agreed to meet with current Bath Township Superintendent, Dan Wietecha, about this topic. They will provide backup information that might be helpful in decision-making. White Pigeon Library, a Michigan library, has dealt with resolving similar issues in their town.

Lynn moved to go out of closed session. Ryan seconds, all in favor.