

Bath Township Public Library

Meeting Minutes

Wednesday, April 19, 2023

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Theresa Kidd, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Absent: Larry Fewins-Bliss

Public Present: Joana Bancroft

Next meeting: Wednesday May 19, 2023 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:06 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Lynn supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Sue supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in April meeting packet. Audrey **motions** to accept the financial report, Ken supports, all in favor.

The Board did not meet last month, so Treasurer Bergen's report encompasses the last two months. The March and April reports look good. The budget is healthy, and BTPL expects an easy, clean audit. The process went smoothly, thanks to good organization.

III. Director Report

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

It's been a busy start to spring at BTPL. Due to lousy weather, the library did close for a few days in February. The winter reading program was a success, and BTPL staff is working on summer reading program activities. Kristie has been gathering information about the process of becoming a district library as the library continues to grow.

Two new security cameras, a panic button, and a AED machine have been added to the facility. Kristie continues to work on the benefits package, and awaits a response from Foster Swift. This will also be effected by changes in law at the state law. The audit process went smoothly, and a clean report is expected.

Library use statistics are up, across the board. In many categories, statistics have doubled!

Staff member Joana Bancroft reports that the Irish Day event was a great success, with nearly 90 attendees. Other in-building events are growing and evolving, including a poetry competition, a quiet coloring group and a spring seed exchange with the aim of planting in the community garden. State Representative Penelope Tsernoglou will host a meet and greet this Friday, at noon.

The Summer Reading Program plans include a major kick-off event on June 10th, including indoor and outdoor activities. Thanks to the Friends of the Library for sponsoring the bounce house! This will coincide with the Bath Twp Bike Rodeo, organized by the Safe Routes to School committee. It's a wonderful opportunity for the entire community to come together.

IV. Unfinished Business – Items for Discussion

- a. Switching Circulation Systems from Apollo by Biblionix Systems - The board appreciated the recent presentation about the Atrium interface and database. Discussion included a request for a complete quote, and the importance of information security.
- b. Benefits Changes – The suggested change is that on the day a new employee begins working for BTPL, they'll start collecting PTO. Upon completion of five years of employment, another week is added, and so forth. The accrued time will roll over for current employees, so no one is left without their banked time. This plan is not yet finalized and awaits approval from the lawyer. This can be automatically calculated by Paychex.
- c. Handbook Updates - (see item IV.b)
- d. Strategic Planning Initiatives – The proposed updated plan seems to include all of the key points brought up during strategic planning. Discussion included focusing on the use of current interiors, specifically improvements to spaces for teens and adding a new emergency exit near the children's area. The Board intends to take a close look at the current mission statement, too.

V. Unfinished Business – Items for Action

- a. Vote on moving forward with circulation system changes (no vote)

VI. New Business - Items for Discussion

- a. Update on benefits from Woodlands Cooperative – Improvements to legal services, technology allowances and other assistance. Woodlands continues to be a great partner for BTPL.
- b. Changing Hours of Operation for the library – Evenings at BTPL are very quiet, especially after 7pm. Kristie suggests opening earlier, at 9am, on weekdays. She also suggests

staying open for the full day on Fridays (currently closing time is 4pm). Saturdays would be 9 – 1. This proposed change would begin after Memorial Day.

VII. Items for Action

- a. Sue **motions** to approve the change in hours of operation, Ken seconds, all in favor.

VIII. Closing

- a. Public Comment: Joana mentions that with looking at Atrium, the Friends of the Library may be very helpful when it comes to special options.
- b. Board Member Comments: Kristie mentions that 2024 is approaching, and the board members will be up for reelection. She encourages the board to think about this.
- c. Lynn **motions** to adjourn the meeting at 7:09. Theresa seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)