

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, December 16, 2020 (Remote Meeting via Zoom)*

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

*Absent:* Theresa Kidd

*Public Present:* none

*Next meeting: Wednesday January 20, 2021 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Ken moves to approve the agenda, Larry 2nd, all in favor.
- d. Public comments: none
- e. Disclosures of conflict of interest: none
- f. Audrey moves to approve the minutes. Lynn 2nd, all in favor.

### **II. Financial Report**

Attached "Budget vs. Actuals: Budget FY 2020". Kristie explains some discrepancies, mainly due to the move, and the pandemic. The budget is negative overall, but it's a planned negative, which is intentional. This is documented appropriately and approved by the auditor. This is in alignment with what the Board expected, with careful oversight by Kristie and Lynn. It looks good!

Ken moves to approve the budget adjustments. Larry 2nds, all in favor.  
(This is reiterated later in IV. Unfinished Business, a.)

Attached "Budget vs. Actuals FY2021". Kristie discusses the work that went into this budget – a team effort! Kristie requests moving \$8,000 into Capital Expenses to cover the cost of additional bookshelves. This will result in an overage of approximately \$35K – a cushion for next year. Discussion and comparison of the 2020 budget and the 2021 budget ensues – major changes include a higher Consumers Energy bill, lower payroll costs, and a reduced programming allowance. Grant money is anticipated, but not reflected here. The expectation is that hours of

operation and programming will remain somewhat reduced in the coming year, due to Covid-19.

Ken moves to accept the proposed budget for 2021, with adjustments. Lynn 2nds, all in favor.  
(This is reiterated later in IV. Unfinished Business, b.)

### **III. Director Report / Youth Services Report**

Attached. It was a crazy (“a good crazy”) month. Jana was hired as our new Programming Librarian. She is already making good headway, developing greater internet presence and make-and-take holiday packages. The library is now open for in-person appointments, and the staff is feeling much more settled in the new space. Added 2 new phones and 2 new computers, expected to arrive in January. The Circulation Desk has been installed! Extra furniture has sold well so far, and proceeds are classified as donations. The donation campaign mailer has gone to print. Melissa Eggleston came in for mural measurements and is on track to be unveiled in June 2021 (Summer Reading Kick-Off).

Good changes coming to the virtual story time, allowing for greater accessibility. Donation mailers are poised to go out in the post! Looking forward to patrons coming in to tour the new space, as well as new offerings.

### **IV. Unfinished Business**

- a. Vote to Accept 2020 Budget Modifications (*as discussed above in the Financial Report*)  
Ken moves to approve the budget adjustments. Larry 2nds, all in favor.
- b. Vote to Accept the 2021 Budget (*as discussed above in the Financial Report*)  
Ken moves to accept the proposed 2021 budget, with adjustments. Lynn 2nds, all in favor.

### **V. New Business – Items for Discussion**

- a. Selection of new officers for 2021  
Discussion ensues, detailing Sue’s hopes for new leadership in the coming years, and Audrey offering to take on the martyr’s mantle of Secretary (with ample help and guidance offered). The group decides to vote on new officers, even though Theresa isn’t present.

Sue Garrity – President  
Theresa Kidd – Vice President  
Lynn Bergen - Treasurer  
Audrey Barton – Secretary

- b. Set calendar for 2021 meetings  
Planned for 3<sup>rd</sup> Wednesday of each month, as noted in the packet.  
Larry moves to approve, Ken 2<sup>nd</sup>.

## **VI. Items for Action**

- a. Vote to approve slate of new officers for 2021  
Larry moves to approve the slate of 2021 officers, with Ken 2<sup>nd</sup>.
- b. Vote to approve meeting schedule Larry moves to approve, Ken 2<sup>nd</sup>.

## **VII. Closing**

- a. Public Comment: none
- b. Board Member Comment: Holiday Pleasantries all around!  
Kristie looks forward to the new dynamic with Larry and Audrey joining the board.
- c. Nobody moves to adjourn the meeting... !

Meeting adjourned at approximately 6:43pm (not stated in recording)