

Bath Township Public Library

Meeting Minutes

Wednesday, February 16, 2022

Present: (Board Members) Sue Garrity, Ken Jensen,

Theresa Kidd, Larry Fewins-Bliss, Audrey Barton

(Library Director & Staff) Kristie Reynolds

Absent: Lynn Bergen

Public Present: Lynn Bergen (attending as public, via zoom) Next meeting: Wednesday, April 20, 2022, @ 6:00 pm

I. Regular Business

- a. Meeting called to order at 6:01 pm
- b. Moment of civic reflection.
- c. Audrey motions to approve the agenda with the addition of New Business, Item B - the addition of the BTPL Emergency Policy, Larry supports, all in favor.
- d. Public comment: Treasurer's Report given by Lynn. The budget is in great shape, and on February 1st the township provided the expected monies.
- e. Disclosures of conflict of interest: none
- f. Sue motions to approve the minutes. Theresa supports, all in favor.

II. Financial Report

*Please see the full Treasurer's Report in the February meeting packet. Kristie is preparing for the audit, solving discrepancies mainly due to switching to a new record-keeping system. There are some fluctuations due to the start of a new year and seasonal expenses. Ken motions to accept the financial report, and Larry supports it, all in favor.*

III. Director Report

Please see the full Director's Report in the February meeting packet. Kristie and Joana are fine-tuning onboarding policies and procedures. In-person programs are revving up, with the expectation of increased attendance as the pandemic lessens. Take-home and virtual programs are successful.

Kristie continues to work with the Safe Routes to School group, which will soon submit the grant application(s). This has been a great community-building experience! She's also working with a Library of Michigan Foundation, building relationships, and assisting in much-needed organization.

There are great plans for the coming year, including increased programming, technology upgrades, and more ways to assist the community. BTPL will soon become a Class 4 library.

IV. Unfinished Business – Items for Discussion

- a. Board Orientation Training – The training session earlier this month, with Kate from Woodlands, was a refresher and reminder for the best practices for board members,

- Friends, the cooperative, and the library staff. An informative review with helpful slides and linked resources.
- b. Strategic Planning: Next Steps – Moving forward, looking at April 27th for an in-person session with Kate for the early stages of planning.
  - c. Property Tax Refund: Update – This has been resolved! The township’s refund was issued earlier this month.
- V. Unfinished Business – Items for Action
- VI. New Business - Items for Discussion
- a. Staff Compensation Committee – In an effort to assist Kristie with planning and trajectory, care for the BTPL staff, gather information, and remain financially competitive with similar libraries, establishing a 2-person committee was initially suggested by Larry and discussed by the board at this meeting. The first steps are to research and gather information, with plans to begin meeting in the summer.
  - b. BTPL Emergency Policy – To be reviewed by the board, and ideally voted on in May.
- VII. Items for Action
- a.
- VIII. Closing
- a. Public Comment: Lynn comments that it was a great meeting and looks forward to her triumphant return to Michigan.
  - b. Board Member Comments:
  - c. Theresa motions to adjourn the meeting at 6:55. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer’s Report As of February 2022

03/10/2022

2 months = 17%

MSUFCU Savings: \$95,227.95

MSUFCU Checking: \$177,591.06

Notes:

- All February expenses were verified using Kristie’s Reconciliation and the MSUFCU Statement.
- Tax revenue from Bath Charter Township has been received in the amount of \$188,327.50. This amount includes \$9,008.56 from previous years. Therefore, \$9,008.56 will be moved by journal voucher to previous years. The budget transfer should be realized soon.
- The Dividend line under income on the Budget vs. Actuals sheet is profit from MML, Michigan Municipal League at 75%. The amount is \$238.00.
- Overall expenses are at 15.96% which is well within our two months percent at 17%.

Lynn Bergen, Treasurer

Director's Report

- a. Legal & Professional
  - a. Contacted Anne about an Emergency Management Policy
- b. Staffing
  - a. With the schedule set and the staffing full we have been working on training and streamlining procedures
  - b. We have started monthly staff meetings from 7-8 pm on Tuesday
- c. Scheduling
  - a. We had to close on Wednesday and Thursday, February 2&3 because of weather
- d. Upcoming Programs
  - a. The staff held a Take Your Child to the Library Program that was well-attended
  - b. A Senior Citizen Card Making Valentine Program
- e. Community outreach
  - a. Working on the Safe Routes to School
  - b. Attended the Library of Michigan Foundation Board Meeting
- f. Technology
  - a. Received 5 Microsoft Surface Laptops from a Grant provided by Woodlands Co-op and MCLS (Midwest Collaborative for Library Services)
- g. Policy
  - a. Emergency Management Policy
- h. Continuing Education
  - a. Finished Financial Policy Class
  - b. Online Grant Class through the University of Michigan
- i. Projects
  - a. Prepping for strategic Planning
- j. Statistics

January	2021	2022
Visit	64	453
Items Checked out	647	1210
Computer Use	Around 5	61 and 56 hours of use
Wireless use	76	
Hoopla	135	173
Overdrive	243	285
New Cards	18	42
Renewal Cards	31	40
Kanopy	0	8
Event Attendance	22	82
Virtual Program Attendance	11	92
Story Time Attendance	7	15
Passive Program Attendance	15	30

Ancesrty.com	N/A	N/A
Tutor.com	N/A	2
Reference Calls	131	133
Outreach	0	0