

Bath Township Public Library

Meeting Minutes

Wednesday, October 18, 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: none

Next meeting: Wednesday, November 15, 2023 @ 6:00 pm

I. Regular Business

- a. Meeting called to order at 6:00 pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda with the amended addition of "Policies," Lynn supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Ken supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the October meeting packet.

Madame Treasurer reports that we are operating at about 5% over budget, largely due to the payroll. This can be set to right with budget adjustments. To avoid this overage in the future, simple changes have been discussed and addressed in the 2024 budget.

Lynn **motions** that these adjustments be accepted, and Audrey seconds, all in favor.

Kristie presents options for the 2024 payroll budget, including raises for valued employees. These numbers have been inspected by Kristie, Lynn, and Transparent Bookkeeping.

Audrey **motions** to accept the financial report, Ken supports it, all in favor.

III. Director Report

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

September was a busy month of transition at BTPL. There are plenty of autumn programs and opportunities for children, teens, and adults. The library was represented in the BHS Homecoming Parade! There will be a special Halloween event later this month.

Kristie has been busy serving at the state level, with the Michigan Notable Books committee, and she has also toured many local libraries over the last few weeks. This has been a great way to build connections and inspire new ideas for our library.

IV. Unfinished Business – Items for Discussion

- a. Discussing options for forming a district library, as outlined in the BTPL strategic plan. Kristie has conducted research over the last few months, regarding district libraries that have joined with local school libraries. Briggs District Library has been a very informative case study, especially in how the school district and library work together. There is potential for BTPL to extend services and create a district library system with Bath Public Schools. Kristie reports that the Laingsburg library is interested in becoming a district with BTPL. She plans to attend their next board meeting, to learn more about their operations, culture, and goals. This discussion is merely exploratory, and helpful to see how surrounding libraries operate and work together.
- b. Computer Replacements – The final quote for four computers complete with all needed accessories comes to \$3,705.92, plus \$1,500 for the set-up fee. This money could come from the surplus budget.
- c. Policies – Kristie reports that improvements have been made to the “Material Selection” subheading in the library’s policy, regarding how a patron is defined. Patron is now defined as “a person with an active Bath Township Public Library card.” In some instances, in the policy, this wording will be changed to reflect that the person in question is a Bath Township resident with an active Bath Township Public Library card. Regarding federal holidays and library hours, there was a discussion about whether or not BTPL ought to be closed on Indigenous Day. It was determined that this is not a recognized federal holiday.
Regarding employee PTO, the policy for accrual of time has been updated to better balance PTO (how it’s earned and utilized) throughout the year. Kristie plans to build a better system to manage and track PTO with help from Transparent Bookkeeping.

V. Unfinished Business – Items for Action

- a. Vote on Computer Replacements – Sue **motions** to make this purchase using monies from the surplus budget, and Theresa seconds, all in favor.
- b. Policies – Sue **motions** to accept the policy wording with the definition of patron/Bath Township resident with an active BTPL card. Lynn seconds, all in favor.

VI. New Business - Items for Discussion

- a. Budget Adjustments – The largest change from 2023 to 2024 is adjustments in the payroll. Everything else is largely the same. Kristie and Lynn have done a great job steering the library financially through the pandemic and into this past year of greater stability.
- b. 2024 Budget Discussion – Plans include to decrease in spending capital expenses, an increase in both collection acquisitions and library programming, an increase in legal and professional services in case we decide to work toward becoming a district library, and payroll has increased due to an increase in both hours and pay. Kristie and Lynn suggest that the library explores ways to invest savings to gain more interest, or perhaps by investing with CDs.

VII. Items for Action

- a. Vote on Budget Adjustments – Sue **motions** to accept the budget adjustments as discussed, Ken seconds, all in favor.
- b. Vote on Budget - Sue **motions** to approve the budget as presented, Ken seconds. Sue Garrity – yes, Lynn Bergen - yes, Ken Jensen – yes, Theresa Kidd – yes,
- c. Audrey Barton – yes
- d. Ken **motions** to accept a 3% raise for full-time staff, Theresa seconds, all in favor.

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: none
- c. Sue **motions** to adjourn the meeting at 7:34.

Theresa seconds, all in favor. (Minutes recorded by Audrey Barton,

Secretary)