

Bridgman Public Library
Board Minutes
May 23, 2017 8:30 A.M.

Call to Order: 8:30 A.M.

Present: Board Members: Crocker, Hill, Huff, Janoskey, John, Kuypers, Siewert and Wilk. Noll, excused.

Staff: Evans, Gast

Agenda Revisions: None.

Guests: None.

Public Comment: None.

Friends of the Library: Ray reported that the May 6th Spring Fling was a success, with 100 guests and \$500.00 earned. Ninety garage sale permits were sold, while an estimated \$800.00 was earned at the Hang It Again Art Auction. The Friend's Membership Drive is scheduled for June and the Book Sale in July.

Committee Updates: Personnel and Policy: Janoskey reported that the volunteer policy was changed to allow 13 year olds to volunteer with permission of a parent or guardian. **Finance:** John reported that the Committee met to review the budget for next year and to continue the discussion on investment policies and strategies. The Committee is looking for the Board Member's thoughts on the amount of money that should be kept available in the General Fund. While the Auditors suggest three to six months, the Library currently has twelve.

Lake Township Report: Wilk reported on Lake Township's May 16th Meeting. Four residential building permits were issued in the past month, and the Zoning Board of Appeals will hear requests for two variances on May 25th. The Board has approved the purchase of new election equipment, as well as additional fencing for the recently acquired Township Park property.

Director's Report: Evans reported that three parking bollards were installed at the front of the Library, instead of the originally anticipated 4. The bill will be adjusted accordingly.

Approval of Minutes: Huff made the motion to approve the Minutes of the April Board Meeting, second by Siewert. Motion carried.

Treasurer's Report: John reported that both the checking and savings balances are healthy and running slightly ahead of budget.

Discussion Items: Strategic Planning Update: John reported that out of the four proposals received, two remain as viable options. Phone interviews will be conducted with both prospects and a final recommendation will be made at the June meeting. **2017-18 Proposed Budget:** John reported that the Budget has been

updated to clarify that the strategic planning money is coming from the General Fund. **Internet Filtering Report:** Evans shared the first of the monthly reports that will track when the internet filters block patrons from accessing sites that violate the library's use policy. The report indicates 1,648 such times in April, broken down by categories.

Action Items: Approve Bills: Crocker made the motion to pay the bills in the amount of \$31,504.18, second by Huff. Motion carried. **Approve 2017-18 Wage Proposal:** Janoskey made the motion to accept the Wage Proposal for \$241,836.25, second by Wilk. Motion carried. **Approve the Chikaming Township Library Service Agreement:** Evans reported that the agreement is as expected, minus the \$10,000.00 yearly increase. The Board has elected to table the acceptance of the Agreement as presented pending a meeting with the Three Oaks and New Buffalo Libraries. **Approve reciprocal borrowing agreement with Three Oaks:** Since the issue of reciprocal borrowing with the Three Oaks Library is part of the Chikaming Contract, this issue will be tabled as well. **Approve reciprocal borrowing agreement with New Buffalo:** Since the issue of reciprocal borrowing with the New Buffalo Library is part of the Chikaming Contract, this issue will be tabled as well.

Communication and Correspondence: Evans reported that the Library received a FOIA request from 'Open the Books' for wage information. The request was withdrawn when they were informed of the applicable processing fees. Evans wrote a letter of appreciation to the Board, thanking them for the opportunity to attend the recent Dale Carnegie Course.

For the Good of the Library/Board Training: None.

Time of Adjournment: Huff made the motion to adjourn the meeting at 10:00 A.M., second by Kuypers. Motion carried. The next meeting will be held on June 27th at 8:30 A.M.

Respectfully submitted by
Cindy Gast

Approved by the Secretary: Carol Ann Seewert Date: 6-27-17