

Bridgman Public Library
Board Minutes
September 26, 2017 8:30 A.M.

Call to Order: 8:34 a.m.

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

Staff: Evans

Agenda Revisions: None.

Guests: None.

Public Comment: Rick Fuller commented that he appreciated participating in the library's strategic planning retreat and felt the event was well-done.

Friends of the Library: Evans reported that the Friend's Harvest Moon Country Dance is October 7, 7-9 at Weko Beach House.

Committee Updates: Kuypers reported that the **Facilities Committee** agreed to update the library's thermostats. The Committee discussed comments made about the library facilities at the strategic planning retreat. Kuypers reported that the **Personnel and Policy Committee** recommend a raise for the Director because of the favorable results of her evaluation.

Lake Township Report: Wilk reported on Lake Charter Township's September 19th meeting.

Director's Report: The Board had no questions about Evans' report.

Approval of Minutes: Siewert made the motion to approve the minutes of the August 22 meeting. Second Huff. Motion carried.

Treasurer's Report: John reviewed the financial statements and noted that the budget is missing from the P&L.

Discussion Items: Strategic Planning: The Board discussed the retreat and suggested revisions to the mission and vision statement proposed by Library Strategies. **Investments:** Huff reviewed the responses to the request for proposals that was sent to the library's banks. Huff moved to close the accounts at Honor Credit Union. Second by Siewert. Motion carried. John moved to purchase a 12 month CD for \$75,000 from 1st Source Bank. Second by Noll. Motion carried. **Lake Township Contract:** The Board agreed to ask for no revisions to the Lake Township Contract. Evans will relay the Board's decision. **Board Vacancies:** Nancy John, City representative, has declared her intention to leave the Board in November. Notice of the upcoming vacancy has been posted, and one letter of interest has been received. Carol Siewert, Township representative, has submitted her resignation to Supervisor John Gast. The Township Board will appoint Siewert's replacement. Wilk commended John and Siewert for their excellent service to the library. Board members expressed regret at John's and Siewert's leaving as well as gratitude for their many contributions.

Action Items: Approve Bills: Siewert made the motion to pay the bills in the amount of \$34,220.65. Second by Huff. Motion carried. **Zacha Memorial Proposal:** Huff moved to accept the proposal to use funds donated in Phyllis Zacha's name for the purchase of children's furniture. Second by Wilk. Motion carried. **Investment Policy:** Siewert moved to accept the Investment Policy. Second by Huff. Motion carried. **Director's Raise:** Kuypers moved to give Director Evans a 3% increase in pay. Second by Siewert. Motion carried.

Communication and Correspondence: None.

Time of Adjournment: Hill adjourned the meeting at 10:22 a.m. The next meeting will be held on October 24th at 8:30 a.m.

Respectfully submitted by
Gretchen Evans

Approved by the Secretary: Carol Ann Siewert Date: 10-24-17