

Bridgman Public Library
Board Minutes
February 26, 2019, 9:00 a.m.

Call to Order: 9:00 a.m.

Present: Board Members: Bogue, Collins, Hill, Huff, Janoskey, Wilk, Noll, and Crocker.

Staff: Evans, Hazelgrove

Agenda Revisions: None

Guests: Judith Ray, Friends of Library

Public Comment: None

Friends of the Library: Ray reported the Carole Johnson Volunteer of the Year Award would be presented at the Annual Staff and Volunteer luncheon on April 10. The SuperBook sale will continue until the end of March. The Pop-Up Book sale will be March 23. In December books and backpacks were donated to the elementary school to encourage reading. The teen writing contest ends Thursday, 2/28/19.

Committee Reports:

- A. Personnel and Policy** – Janoskey reported that a new policy addressing bed bug control was discussed. A retirement plan for staff was given consideration but decided against at this time.

Director's Report: Evans will be unable to attend the May board meeting but will prepare the packets as usual.

Approval of Minutes: A motion to approve December 18, 2018, and January 22, 2019 meeting minutes was made by Huff and seconded by Collins. Motion carried and minutes approved.

Treasurer's Report:

Review of Financial Reports: Huff reported on Cash and Investments and the expected balance for the remainder of the year. Maturing investments for the year will fully fund the remodel project.

Discussion Items:

- A. Community Connections Breakfast:** Evans reported the breakfast is on Thursday, 3/7/19 at 7:30 AM. The breakfast is a strategic plan initiative that supports the goal of facilitating community conversations. Businesses and municipalities were invited.

Action Items:

A. Approve Bills \$46,349.57. Motion to approve payment was made by Huff. Seconded by Janoskey. Motion carried.

- B. Amend Budget:** Huff reported the Finance Committee recommends no budget amendments at

this time. The budget plan is tabled until further notice.

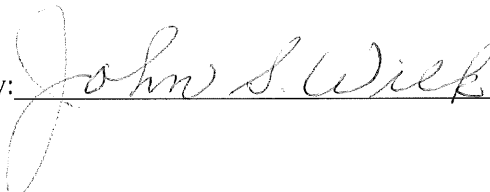
- C. Select Remodel Timeline:** Two remodel timelines, one 9-months and one 20-months long, were presented by Evans. Once a timeline is selected, KBA will send the final deliverables for this contract including a detailed list of products and furnishings. The Library will then deal with vendors directly. A motion to accept the 9-month timeline was made by Huff and seconded by Collins. Motion carried
- D. Approve Bed Bug Control Policy:** The policy outlines library protocols for the prevention of, and reaction to, potential bed bug situations. A line was added to give the director sole responsibility for contacting patrons if a response is warranted. Motion to approve made by Huff and seconded by Bogue. Motion carried.

Communication and Correspondence: Patron Teresa Fornoff sent a note complimenting the library and its staff.

Meeting Adjourned: Hill adjourned the meeting at 9:37. The next meeting is March 26, 2019, at 9:00 AM.

Submitted by
Carol Hazelgrove

Approved by the Secretary:

 Date: 3/26/19