

Bridgman Public Library
Board Minutes
December 18, 2018, 9:00 a.m.

Call to Order: 9:00 a.m.

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

Staff: Evans, Hazelgrove

Agenda Revisions: Addition of Discussion Items D (CD investments) and E: (Roof repair).

Guests: None

Public Comment: None

Friends of the Library: None

Committee Reports: Personnel and Policy – The Committee discussed employment issues and the library’s privacy policy. A new clerk is starting after first of the year.

Director’s Report: Evans reported on a recent incident that involved the library’s surveillance video.

Approval of Minutes: Motion to approve November 2018 minutes by Huff. Seconded by Kuypers. Motion carried.

Treasurer’s Report: Huff reported that financials are in order. There were no questions.

Discussion Items:

- A. Remodel next steps:** Evans reported KBA is coming in January to meet with contractors and the Facilities Committee. A budget and phased plan, including specific steps, will then be created. Evans will register the library with a purchasing cooperative recommended by KBA to save on goods and services for the remodel.
- B. Holiday dinner:** Board members will meet at D’Agostino’s Restaurant on Monday, January 7, 2019 at 6:00PM
- C. CGA Annual Meeting:** Held at Pebblewood on Thursday, January 24, 2019. Evans will make arrangements for board members who wish to attend.
- D. CD Investments:** Huff reported on the cash and investment schedule. His recommendation is that \$50,000 be invested in a six month CD with Horizon Bank.
- E. Roof Repair:** Two bids were received for a repair of the flat roof area above the Friends Room. One bid is a temporary fix costing \$725 that can be undertaken immediately. The second bid is a more permanent repair that could be done in the spring for \$2300. Evans was directed to gather quotes for a new roof in the spring.

Action Items:

A: Approve Bills \$29, 291.11. Motion to approve payment made by Huff. Seconded by Collins. Motion carried.

B. CD's: Motion by Huff to invest \$50,000 in a six month CD. Seconded by Bogue. Motion carried.

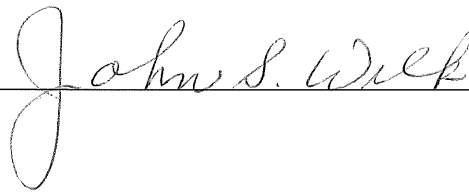
C. Roof Repair: Motion made by Bogue to approve bid for the temporary roof repair of \$725. Seconded by Huff. Motion carried.

Communication and Correspondence: A letter was received from a patron recommending a change in the way the library processes magazines. The change is being implemented. Noll reported that the Pop-Up Library at Reed Middle School was wildly successful.

Time of Adjournment: Hill adjourned the meeting at 9:36 a.m. The next meeting will be held on January 22, 2019, at 9:00 a.m.

Submitted by
Carol Hazelgrove

Approved by the Secretary:



Date:

2/26/19