

Bridgman Public Library
Board Minutes
August 22, 2017 8:30 A.M.

Call to Order: 8:30 A.M.

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

Agenda Revisions: None.

Guests: None.

Public Comment: None.

Friends of the Library: Judith Ray reported that the Harvest Moon Country Dance is scheduled for October 7th. The Friends will be participating as representatives of the Library at the Christmas Village, giving away Alphabet Soup. In collaboration with the Library, the Friends will be offering a children's cursive writing program. During a recent meeting, Superintendent Shane Peters expressed concern that lower income children are not being read to by their families. In an effort to alleviate this, the Friends will visit local food banks around Christmas and give away age-appropriate books.

Committee Updates: Finance Committee: John reported that the most recent Berrien Community Foundation statement reflects earnings that exceeded administrative charges. The Finance Committee will be asking the board to set aside cash at the September Board Meeting, with the intention of investing all but what is deemed necessary to maintain the Library. John asks Board Members to be thinking about how much should be kept in reserve, considering the time constraints involved in the retrieval of invested funds.

Lake Township Report: Wilk reported on Lake Charter Township's August 15th Meeting.

Director's Report: Evans reported that Lake Township resident Melanie Schultz has been hired as the Library's new custodian. Evans is facilitating a new book club for the visually-impaired (the VIP Club), with books provided by Michigan Braille and Talking Book Library.

Approval of Minutes: Siewert made the motion to approve the Minutes with corrections. Motion carried.

Treasurer's Report: John reviewed the details of the Treasurer's Report.

Discussion Items: Strategic Planning: Evans reported that the Strategic Planning Committee met. Library Strategies has put together a survey, which will be available in The Buzz, on the Library web site, and in-house. Invitations to the September 15th retreat have been sent. A draft document will be compiled after the survey and the retreat, which will be available at the October meeting. **Investment Policy:** Huff reported that the Finance Committee is recommending an investment policy for approval at the next meeting that will

include maintaining cash operating reserves for a minimum of 4 months. **Annual Report:** Evans presented the Annual Report. **Reports distributed at meeting:** After a review of the Reports regularly submitted during Board Meetings, the consensus is that the calendar should be provided monthly. The internet redirection and library statistics reports will be provided quarterly.

Action Items: Approve Bills: Huff made the motion to pay the bills in the amount of \$36,822.39. Motion carried.

Communication and Correspondence: None.

For the Good of the Library/Board Training: Siewert asked whether there is a dress code policy for patio use, which there is not, and whether each table has an umbrella, which they do not.

Time of Adjournment: Hill adjourned the meeting at 9:41 A.M. The next meeting will be held on September 26th 8:30 A.M.

Respectfully submitted by
Cindy Gast

Approved by the Secretary: Carol Ann Siewert Date: 9-26-17