

Bridgman Public Library  
Board Minutes  
June 26, 2018, 9:00 a.m.

**Call to Order:** 9:00 a.m.

**Present:** Board Members: Collins, Crocker, Hill, Huff, Janoskey, Kuypers, and Noll. Wilk arrived at 9:40 am. Bogue absent, excused.

**Staff:** Evans.

**Agenda Revisions:** None

**Guests:** None

**Public Comment:** None

**Special Announcement:** Evans announced that Ted Theisen had taken a job at Holy Cross College. She thanked him for his many years of service to the library. The Board also expressed their appreciation and wished Ted well.

**Friends of the Library:** The Friends are in the midst of their annual membership drive. This year as an incentive everyone who renews will be entered into a drawing for a gift certificate from Grand Mere Inn.

**Committee Reports:** Kuypers reported that at the last Facilities Committee meeting, the Committee discussed a reasonable accommodation request and a cost increase to the space planner contract. Huff reported that the Finance Committee discussed the final revisions to the 2017-18 Budget and reviewed but made no substantive changes to the Credit/Debit Card and Purchasing Policies.

**Director's Report:** Evans shared her plan for covering staff hours and technology needs after Ted Theisen leaves.

**Approval of Minutes:** Motion by Huff to approve the minutes of the May 22, 2018 meeting, Kuypers second. Motion carried.

**Treasurer's Report:** Huff reviewed the Cash and Investment Sheet. In September, the Finance Committee will present a plan for the roughly \$255,000 in CDs maturing during the next fiscal year.

**Discussion Items:**

**Reasonable Accommodations Request:** Kuypers reported that the Facilities Committee concluded that installing a sidewalk is not a readily achievable project and cannot be undertaken at this time. Evans contacted the patron about the Committee's decision and shared three other accommodations the library could make to improve the patron's access.

**Letter from the State Aid Coordinator:** This year the library will not be receiving State Aid for the population of Lake Charter Township. Lake Charter Township's contribution did not meet the minimum requirements for local support set by the Library of Michigan.

**Strategic Plan Update:** Evans reported on the space planner's visit and the new community calendar.

**Action Items:**

**Bills:** Motion by Crocker to pay the bills in the amount of \$29,488.72, Huff second. Motion carried.

**Bylaw Changes:** Motion by Janoskey to accept the Bylaw changes as presented, Huff second. Motion carried.

**2018-19 Budget:** Motion by Huff to accept the 2018-19 Budget, Kuypers second. Motion carried.

**2017-18 Budget Amendments:** Motion by Kuypers to accept the amendments to the 2017-18 Budget as presented, Huff second. Motion carried.

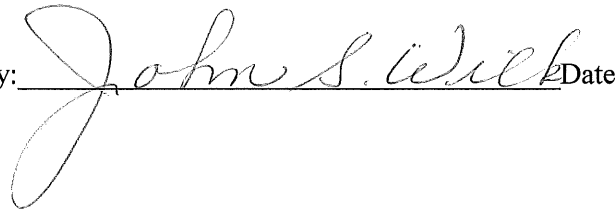
**KBA Contract:** Motion by Crocker to accept the contract addendum to add a CAD floorplan at the cost of no more than \$2,400, Huff second. Motion carried.

**Communication and Correspondence:** None.

**Time of Adjournment:** Hill adjourned the meeting at 9:53 a.m. The next meeting will be held on July 24, 2018, at 9:00 a.m.

Submitted by  
Gretchen Evans

Approved by the Secretary:

 Date: 7/24/18