

**Bridgman Public Library  
Board Minutes  
March 28, 2023 - 9:00 A.M.**

**Meeting Called to Order:** 9:00 A.M. by Bogue

**Roll Call:**

- **Present:** Bogue, Valauskas, Kole, Collins, Fuller, Janoskey, Wilk, Worcester
  
- **Excused:** Noll

**Staff:** Skinner, Abele

**Agenda Revisions:** None

**Guests:** J. Bernstein - Friends of the Library, President  
K. Bartoszek and M. Yeske – New BPL Staff Members

**Public Comments:** Both new BPL Staff Members introduced themselves to the Board.

**Friends of the Library (FoBPL):**

- Bernstein presented FoBPL updates.
  - The FoBPL volunteer recognition lunch is scheduled for April 26 at noon.
  - Valauskas has been assisting the FoBPL by researching the value of some rare books that were donated to the library.

**Committee Reports:**

- **Personnel and Policy Committee:**
  - The committee is very happy to have Bartoszek and Yeske working for the library.
  
- **Facilities Committee:**
  - Windows and peaks will be cleaned on the outside on April 10<sup>th</sup>.
  - Arcadia Gardens will continue doing the landscaping.
  - M. Roth has been serving as handyman and fixing miscellaneous items around the library.
  - A list was created of the community garden beds that need repair.
  - The South parking lot is also in need of some repair. Skinner is getting quotes from a couple of contractors.
  - The carpet in the library will be cleaned in the near future.
  - The Caretakers Home Services will be handling lawn care.
  - The committee is researching a less expensive Integrated Library System for the library.
  - It was suggested that the funds initially donated for the purchase of a back-up generator be used to complete a library energy audit. The committee is awaiting permission from the donors to use the funds in this way.
  - Upgrades to Zoom capabilities in the Community Room are being researched in order to better serve the book group.

**Treasurer Report:**

- The library will begin using Wilkins Bookkeeping for accounting services on April 1, 2023.
- Creation of the 2023-2024 budget will begin in April. In May, a budget draft will be presented to the board, and in June it will be approved. The 2023-2024 budget will take effect on July 1, 2023.

**Director's Report:**

- Skinner highlighted a few items from her written report.
  - Library visits and program attendance are expected to rise in the next few months due to the increase in programming and activities at the library.
  - One garden plot is still available. April 15 is the scheduled garden work day with a rain date of April 29.
  - April 22 is the Logo Launch Party which will celebrate the unveiling of our new BPL logo.
  - A part-time Circulation Clerk job was posted yesterday.
  - Juvenile Non-fiction has been moved to the new shelf in the children's area and the Teen Non-fiction will be moved into the new shelf in the Teen section soon.
  - Board members are eligible for a free Michigan Library Association membership. Benefits include educational and advocacy opportunities.

**Intellectual Freedom:** *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* Skinner shared a few examples in her March Intellectual Freedom Report.

**Approval of Minutes:**

- Motion made by Collins to approve the February 2023 Board Meeting Minutes as written. Motion seconded by Janoskey. Motion carried.

**Discussion Items:** No items were listed on the agenda, but three topics were added during the meeting.

- **Additional Topic – April Board Meeting:** A reminder was given about the board meeting date change next month. The April meeting will take place on Tuesday, April 18 as Skinner and Bogue will be in Lansing on the regularly scheduled date of April 25.
- **Additional Topic – New Book Shelves:** Fuller suggested investing in bigger, more visible shelving for the New Books as the current setup makes it hard to see all the items available.
- **Additional Topic – Compliments to Staff:** Fuller also wanted to convey compliments to the BPL staff on their exceptional friendliness to patrons.

**Action Items:**

- **Approval of Bills:** Motion made by Kole to approve payment of February 2023 bills totaling \$13,311.21. Motion seconded by Valauskas. Motion carried.

**Communications and Correspondence:** None

**Meeting adjourned:** 9:40 A.M.

**Next meeting:** April 18, 2023, 9:00 A.M. at the library.

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary:  Date: 4/18/23