

**Bridgman Public Library
Board Minutes
December 13, 2022 - 9:00 A.M.**

Meeting Called to Order: 9:02 A.M. by Bogue

Roll Call:

- **Present:** Bogue, Valauskas, Kole, Collins, Fuller, Janoskey, Noll, Wilk, Worcester
- **Excused:** None

Staff: Skinner, Abele, Lion

Agenda Revisions: Website Update, Library Weather Closures, Re-appointment of Board Members, and Book Group Zoom Capabilities were added to *Discussion Items*. Intellectual Freedom was added after the *Director's Report*.

Guests: Julie Bernstein - Friends of the Library, President

LeAnne Thomas - Friends of the Library member and guest of staff member K. Lion.

Public Comments: Ms. Thomas introduced herself as a retired graphic designer/art director. She was present at the meeting to provide some context around redesigning logos.

Friends of the Library (FoBPL): Bernstein reported that \$403 was made at the recent pop-up book sale. The FoBPL also purchased a light table for the Little Explorers program.

Committee Reports:

- **Facilities Committee:**
 - **Window Cleaning:** Skinner received several quotes on getting the library windows cleaned. Window Wizards came in with the best price and will clean the outside of the windows and the peaks as long as it is above 40 degrees.
 - **Security Camera Upgrade:** Deposit check has been sent.
 - **Book Drop:** M. Roth fixed the outside book drop. Skinner paid the invoice.
 - **Back-up Generator:** The previous proposal is being revisited. Skinner is canvassing other local libraries to see how many own a back-up generator.
 - **Plowing/Shoveling:** Skinner is researching a new company to plow our parking lots and shovel the library entrances and sidewalks. The company that currently does plowing does not do shoveling. Skinner also checked with the City of Bridgman, but they cannot guarantee they would get to our lot by the time the library opens at 10am. Janoskey mentioned hiring someone specifically to do the shoveling as it seems many plowing companies do not offer this service.

- **Finance:**

- **CDs:** Kole found that First Source Bank has the best interest rates on CDs - 4.7% for 6 months and 4.9% for one year. The surplus library funds will be moved into CDs in the next few days.
- **Audit:** The library audit has been finalized. Skinner signed the approval letter and submitted it to the accountant.
- **Uniform Chart of Accounts:** The accountant will visit next week to help the library transition to the new Uniform Chart of Accounts. The State of Michigan is requiring all libraries move to this system.
- **Financial Reports:** Per Bogue's request, Kole is cleaning up the financial reports so they are more user-friendly.

- **Personnel and Policy Committee:** The committee did not meet as there were no new items to discuss.

Approval of Minutes:

- Motion made by Valauskas to approve the November 22, 2022 Board Meeting Minutes as written. Motion seconded by Janoskey. Motion passed.

Director's Report:

- Skinner gave a brief overview of the Library Conference she attended in Grand Rapids. It was very informative and she learned that the majority of libraries are struggling with three specific things: increasing foot traffic inside the library, improving program attendance, and the growing number of book challenges.

Intellectual Freedom: Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Skinner receives an email once a month from the Library of Michigan that gives information on challenges to this important value. She will make this topic a standing item on the Board Meeting Agenda and highlight certain instances each month.

Treasurer Report/Financial Reports: Reviewed reports.

Discussion Items:

- **Proposed Employee Handbook Updates:** Skinner distributed a revised copy of the Employee Handbook to the Board. Major revisions include updating language and adding information on employee benefits. Board members who have comments/questions can email them to Skinner. Once the Personnel and Policy Committee finalizes employee benefits, the handbook will be ready for approval.
- **HealthiestYou Healthcare Benefit for Staff:** Skinner and Kole have been in contact with HealthiestYou, Inc. and are awaiting employee benefit plan proposals. The Michigan Library Association (MLA) has negotiated a discounted rate for Michigan Libraries who have employees enrolled in this program. There are no out-of-network fees as this coverage is strictly for tele-health visits. The library would

provide coverage for employees, their spouse, and any dependents under 26 that live in their household. Proposals should be ready to review at the January board meeting.

- **Digital Timeclock:** Employees will begin tracking their work time using OntheClock.com. They will log into the site when they come into the building and log out of when they leave. This online time clock will automatically compute employee personal time and vacation time so accurate information will always be available.
- **Patron Behavior Policy:** The Patron Behavior Policy, which previously was called Rules for Use Policy, has been updated and is divided into three sections: Rules for a Safe Environment, Rules for Personal Behavior, and Rules for the Preservation of Library Property. The section which formerly spoke about carrying firearms was removed since the state of Michigan is an open carry state. Libraries are NOT included on the State of Michigan's Prohibited Premises list. All agreed to adopt this policy as stated.
- **6-Month Budget vs. Actual Assessment (January):** The amended budget will be presented and approved at the January meeting. Both repairs/maintenance expenses and payroll expenses were in need of re-adjustment.
- **Website Update:** Lion has been working on redesigning the BPL logo and distributed several options for the Board to review. She reminded everyone that a logo should be simple, easy to read, and iconic - something that is recognizable and will have longevity. Once the options have been narrowed down, the board and staff will vote on which design they prefer.
- **Library Weather Closures:** Skinner takes multiple factors into consideration when deciding to close the library for weather-related reasons. Staff and patron safety is the number one concern. To aid in making a good judgment call, it was recommended to verify if Bridgman Public Schools are closed and to check if local police or the road commission are telling people not to travel in the Bridgman area.
- **Re-appointment of Board Members:** Zach Carson, Lake Charter Township Supervisor, confirmed that Bogue, Wilk and Noll are set to be re-appointed as Library Board Members. An official letter has been sent to the library.
- **2nd Wednesday Book Group Zoom Capabilities:** Fuller would like to update our technology in order to better host the 2nd Wednesday Book Group on Zoom. There have been issues in the past as the book group discussion is highly interactive and the technology we currently have is set up for one-way presentations. While Fuller has begun exploring avenues of funding, the Facilities Committee will meet to create a list of items needed to upgrade the system.

Action Items:

- **Approval of Bills:** Motion made by Collins to approve payment of November 2022 bills totaling \$17,006.46. Motion seconded by Kole. Motion carried.


Communications and Correspondence: None

Meeting adjourned: 10:23 A.M.

Next meeting: January 24, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:  Date: 1-24-23