

**Bridgman Public Library  
Board Minutes  
January 25, 2022 - 9:00 a.m.**

**Meeting Called to Order:** 9:05 a.m. by Valauskas

**Board Members:**

- **Present:** Valauskas, Bogue, Fuller, Collins, Wilk, Janoskey, Noll, Worcester, Kole (attended as a public visitor via Zoom)
- **Excused:** None

**Staff:** Kreps, Abele

**Agenda Revisions:** None

**Guests:** Bernstein (Friends of the Library)

**Public Comments:** None

**Friends of the Library:**

- Bernstein reported that the FoBPL officer elections were held at their January Board Meeting. She was re-elected as President for another 2-year term, and all Officer positions are filled.
- The annual spring staff/volunteer luncheon was discussed. The event will be postponed due to anticipated COVID concerns.
- The Book Shoppe has been reducing prices in an effort to increase foot traffic.

**Committee Reports**

▪ **Finance Committee:**

Adding health benefits for employees was discussed during the December Board Meeting. Information is being gathered on a range of service plan levels (e.g., full health care insurance plans, supplemental health plan coverage (e.g., AFLAC and Allstate), and as a selection of retirement account plans. Kreps and Treasurer Kole will compile the information, benchmark with comparable libraries, and develop a menu of options to be presented to the Personnel and Policy Committee with the intention of seeking full-board approval in the near future. This will also impact revisions currently being made to the Employee Handbook.

▪ **Facilities Committee:**

- 1) Twelve defective track lighting fixtures in the north end ceiling have been replaced. All of the track light fixtures remain under manufacturer's warranty until October 2023.
- 2) The public drinking fountain in the lobby is being installed Jan. 25 by All-Pro Plumbing (Buchanan, MI).
- 3) Kreps and the Library staff are investigating the purchase of a 3D Printer, funding for which has been offered by Harvey and Virginia Kimmel. Citing examples from other libraries, an overall plan to create a 'maker station, which would include a computer, specialized software, and other such tools is being developed.
- 4) Both the Facilities and Technology Master Plans were distributed to board members for review. These are considered living document; they will be reviewed and updated on an on-going basis, will document current and historical projects and facilities-related needs, and inform annual budgeting.
- 5) Valauskas will follow up with Carol Line, Director of Fernwood Botanical Garden, to check the status of the Library berm landscaping design. The goal would be to have the design approved and plants ordered sometime in March so work can begin in April/May. A cost estimate is needed and will be included in the 2022/2023 budget.

- **Personnel and Policy Committee:**

The committee met on 1/18 and 1/24 to finalize the Director's Employment Contract and the Director's Job Description. A final draft was distributed to board members for approval at today's meeting.

**Directors Report:**

The report was accepted as written. Dennis highlighted the library's new preschool program, *Little Explorers*, which is being led by staff member Elizabeth Driscoll. This in-person, bi-weekly program has received a positive response from the community and is a well-attended addition to our regular program line-up. The library strives to offer a combination of in-person, virtual and take & make style programs in the challenging pandemic environment.

**Approval of Minutes:** Motion made by Collins to accept the December 14, 2021 meeting minutes. Motion seconded by Bogue. Motion carried.

**Treasurer Report/Financial Reports:** None

**Discussion Items:**

- **Chikaming Township Library Service Contract Update:**

- 1) In December, the Chikaming Township Board approved a motion to establish the Bridgman Public Library as the sole library service provider for Chikaming Township residents. The current Contract is set to expire in June; Kreps recently met with Township Supervisor David Bunte to begin discussion regarding a new Library Service Contract. The new contract will likely align closely with the previous Contract, with the exception of distribution of Penal Fine funds, which will be subsequently distributed solely to the Bridgman Public Library.
- 2) BPL recently received a letter from Chikaming Township inquiring about the end-date of the current library services agreement. Initially, the contract was to be canceled on March 31, 2022. In accordance with State guidelines, this would preclude receipt of any 2021-2022 Penal Fine funds for the New Buffalo Township or Three Oaks Township libraries. However, if the contract were to be extended to June 30, 2022, the end of the fiscal year, it would allow all 3 libraries to split the funds for 2021/2022.
- 3) Both New Buffalo Township and Three Oaks Township libraries notified BPL of their respective cancellation(s) of reciprocal agreements with BPL. The conclusion date is still pending.

- **Backup generator project status report:**

Proposals have been solicited from electrical contractors Wolverine Electric, Mead & White Electrical Contractors, and Beaudoin Electric. Due to the large-scale scope of this project, additional proposals will be sought. An RFP (Request for Proposal) is being created by Kreps and will be reviewed by the Facilities Committee on February 1. Once approved, previously engaged contractors will be encouraged to submit proposals, and the RFP will be noticed in various print and electronic publications. We continue to investigate opportunities for funding and support.

▪ **Millage Proposal:**

The August ballot has been selected for the Library's upcoming millage renewal vote. May 10<sup>th</sup> is the deadline for completing and submitting ballot language. Kreps recommended engaging the Library's attorney Ann Seurynk to develop the ballot and language. Ann serves many libraries in Michigan, and is very experienced in Library law and requirements therefore. Cost is estimated at \$500 - \$750. All agreed to move forward with this plan.

Bogue asked about our marketing strategy for the millage proposal. Kreps has contacted Claire Membiela, the Law Liaison to the Library of Michigan, for recommendations and support for conducting a millage campaign. The Executive Committee will meet to discuss in further detail.

- **Name Badges:** Several board members and staff members are in need of new name badges. Kreps collected the information and will place the order.

**Action Items:**

- **Approval of Bills:** Motion made by Wilk to approve payment of December 2021 bills totaling \$38,860.44. Motion seconded by Collins. Motion carried.
- **Chikaming Township Library Service Contract:** Motion made by Worcester to extend the 2021/2022 Chikaming Township Library Services Contract until June 30, 2022. Motion seconded by Collins. Motion carried.
- **Director's Employment Contract:** Motion made by Bogue to accept the Director's Employment Contract with minor amendments. Motion seconded by Wilk. Motion carried.
- **Director's Job Description:** Motion made by Collins to accept the Director's Job Description with minor amendments. Motion seconded by Worcester. Motion carried.

**Communications and Correspondence:** Kreps mentioned a thank you card from Zion UCC Ladies Fellowship to the BPL Knit & Yarn group for donations received.

**Meeting adjourned:** 11:36am

**Next meeting:** February 22, 2022, 9:00 a.m. at the library.

**Submitted by**  
Dennis Kreps

Approved by the Secretary: \_\_\_\_\_ Date: \_\_\_\_\_