

**Bridgman Public Library
Board Minutes
May 23, 2023 - 9:00 A.M.**

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

Roll Call:

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

- **Excused:** Fuller, Janoskey

Staff: Skinner, Abele

Agenda Revisions: All agreed to add a closed session to the end of the regular meeting to discuss the budget and staff salary increases.

Guests: J. Bernstein - Friends of the Library, President
R. Brown – Decker Insurance Agency
Z. Murray – League of Women Voters

Public Comments: Brown, from the Decker Insurance Agency, stated that he is willing to give the library a quote on any insurance needs. Decker specializes in providing insurance to public entities. Their clients include several other local area libraries.

Murray thanked Skinner for her recent presentation to the League of Women Voters on Intellectual Freedom and wanted to come to the Board Meeting to show support for the library.

Friends of the Library (FoBPL): Bernstein stated that the Friends volunteer luncheon and the lunch provided for the staff were both a success. The Friends also recently purchased a popcorn maker for the library that will be used at different programs. Fuller mentioned that he received a large book donation from a library in Detroit and most items will be added to the Friends book sale this summer.

Committee Reports:

- **Personnel and Policy Committee:**
 - The Bulletin Board/Display Policy and the Program Policy have been reviewed and updated.
 - Skinner will need to receive her job review by September 1, 2023.

- **Facilities Committee:**
 - The committee discussed the quote to fix and repave areas in the parking lots. The board will need to vote on whether to proceed.
 - It was noted that invasive species need to be removed from the landscaping. The landscaping company has been contacted and they are working on a quote.

- **Finance Committee:**

- The bookkeeper is moving items to the new chart of accounts and everything should be completed next month. Reports are in the process of being simplified.

Treasurer Report: The budget may need to be amended one more time before the end of the fiscal year in June. Everything seems to be in good shape now that certain items have been moved to capital expenditures.

Director's Report: Skinner highlighted a few items from her written report.

- All garden plots have been rented.
- Mallory Moyer started as a Circulation Clerk and will also serve as Garden Coordinator and oversee the bulletin board and display case.
- Skinner joined the Continuing Education Committee for our library's co-operative (Southwest Michigan Library Co-operative).
- The library will be hosting a Coffee Hour with Representative Joey Andrews on June 16.

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 May Intellectual Freedom Report.

Approval of Minutes: Motion made by Valauskas to approve the April 2023 Board Meeting Minutes as written. Motion seconded by Collins. Motion carried.

Discussion Items:

- **Pave/Reseal/Restripe Parking Lots Quote:** A quote has been received from Arnt Asphalt Sealing, Inc. to fix the parking lots. Timing will most likely take place in August or September after the summer reading program has ended. Kole suggested checking with the City of Bridgman before committing to Arnt to see if they might be able to do the repairs more cost effectively.
- **Updated Policies: Programming; Bulletin Board & Display:** Skinner reviewed and made changes to the Programming and Bulletin Board/Display policies.
- **Staff Raises for New Fiscal Year:** Will be discussed in the closed session.
- **Updated Lake Charter Township Library Contract:** The contract was amended to become a 5-year commitment. Payment will still be made quarterly. Kole suggested that before terms expire for current Board of Trustee members it might be beneficial to check into having a resident of Chikaming Township join the board so that every township that supports BPL as their home library is represented.
- **FY23-24 Budget - Proposed:** Will be combined with the discussion on staff salary increases in the closed session.

- **5-16-2023 Incident at the Library:** Two teenagers came into the library and left glitter all over one of the study rooms. They also removed the soap from the patron bathroom and left a mess. They then took the soap to Toth Street Park. Skinner called the principal at the middle school and the parents were contacted. The mother brought the children in, with the soap dispenser, to apologize.
- **New Michigan Trustee Manual & Financial Management Guide from Library of Michigan:** Skinner has two copies that are available to circulate among board members.

Action Items:

- **Approve Bills:** Motion made by Valauskas to approve payment of April 2023 bills totaling \$19,573.09. Motion seconded by Collins. Motion carried.
- **Approve the Pave/Reseal/Restripe Parking Lots (Capital Outlay):** Motion made by Worcester to move forward with the paving, resealing and restriping of the parking lots with the stipulation that Skinner check with the City of Bridgman before committing to Arnt Asphalt Sealing, Inc. Motion seconded by Valauskas. Motion carried.
- **Approve Updated Policies – Programming; Bulletin Board & Display:** Motion made by Valauskas to approve the updated policies. Motion seconded by Collins. Motion carried.
- **Approve Updated Lake Charter Township Library Contract:** Motion made by Valauskas to approve the Library Contract with Chikaming Township as stated. Motions seconded by Kole. Motion carried.

Communications and Correspondence: None

Regular Meeting adjourned: 9:53 A.M.

Entered a Closed Session

Next meeting: June 27, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:



Date:

