

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

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

Roll Call:

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

- **Excused:** Valauskas, Worcester

Staff: Skinner, Abele

Agenda Revisions: None

Guests: J. Bernstein - Friends of the Library, President

Public Comments: None

Friends of the Library (FoBPL):

- Bernstein presented FoBPL updates.
 - The new shelves purchased by the Friends for both the Teen area and the Children's section have arrived and are assembled.
 - Bernstein has been working with staff member, K. Lion, to update the FoBPL page of the library website.
 - S. Holobaugh was chosen as Volunteer of the Year and a recognition lunch for all the FoBPL volunteers is scheduled for April 26 at noon.

Committee Reports:

- **Personnel and Policy Committee:**
 - A Programming Specialist has been hired and will begin work at the library on March 6.
 - See notes under *Discussion Items* regarding updated policies for Smoking, Computer/Internet, and Circulation.

- **Facilities Committee:**
 - Donations previously given for the back-up generator will need to be returned or set aside for different initiatives since the project was canceled. One idea included using the funds for a conservation energy assessment of the library.
 - Security cameras were replaced last week.
 - The committee is researching options for a new lawn care service.

Treasurer Report: Reviewed reports. Kole stated that the Finance Committee is researching less expensive options for accounting services and lawn care services. Skinner is also looking into a more economical Integrated Library System (ILS). Amended budget was reviewed (see notes in *Discussion Items* under Amended Budget).

Director's Report:

- Skinner highlighted a few items from her written report.
 - She applied for the Heart of Cook Grant for funds to upgrade the Community Garden.
 - Nick Heimler of Heimler Consulting installed a new firewall which is included in our E-Rate Service.
 - The library will be receiving a free selection of children's VOX books (story books that include audio) from the Library of Michigan.

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 where Intellectual Freedom was challenged in recent months.

Approval of Minutes:

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

Discussion Items:

- **Health Insurance Proposal:** There are two parts to the health insurance proposal. Part 1 includes deciding if the library will offer full-time employees this benefit. And if so, Part 2 is to decide how much coverage the library wants to offer spouses of library employees who do not currently have insurance through their own employer. If the board agrees to offer full-time employees health benefits, the policies will go into effect on April 1. Employees will have a choice of either signing up for an HSA or an HMO. In addition to the employee, minor dependents will be covered at 100%.
- **Rescheduling of April 25 Board Meeting:** Skinner requested that the April 25 board meeting be moved up to April 18 as she and Board President Bogue will be going to Lansing to attend Michigan Library Advocacy Day hosted by the Michigan Library Association.
- **Proposed Amended Budget:** Kole stated that the amendments needed were due to unexpected expenses for building repairs/maintenance and payroll increases. Library funds available from the Berrien Community Foundation will cover those expenditures. The budget was updated to reflect these changes.
- **Policy Review/Updates (Smoking, Computer/Internet, and Circulation):**
 - **Smoking Policy** – Vaping was added to the policy
 - **Computer/Internet Policy** – Reformatted to align with other policies
 - **Circulation Policy** – Library of Things was added, Non-residents were better defined, Kindles were removed, Overdue items will now be moved into a Lost status after 3 months
- **New Employees (additional item):** Bogue suggested introducing the two new library employees at the March Board Meeting.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of January 2023 bills totaling \$36,394.70. Motion seconded by Wilk. Motion carried.
- **Health Insurance Proposal (Part 1):** Motion made by Collins to provide health insurance to full-time employees. Motion seconded by Kole. Motion carried.
- **Health Insurance Proposal (Part 2):** Motion made by Kole to offer 50% coverage for spouses of employees who do not currently have health insurance through their own employer. Motion seconded by Noll. Motion carried.
- **Amended Budget:** Motion made by Kole to approve the Amended Budget as written. Motion seconded by Fuller. Motion carried.
- **Rescheduling of April 25 Board Meeting:** All agreed to change the April 25 meeting date to April 18 during discussion so no vote was needed.
- **Policy Review & Updates:** Motion made by Wilk to approve the updated policies as written. Motion seconded by Collins. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:46 A.M.

Next meeting: March 28, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:  Date: 3/28/23