

**Bridgman Public Library
Board Minutes
September 27, 2022 - 9:00 A.M.**

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

Roll Call Board Members:

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

Staff: Skinner, Abele

Agenda Revisions: Motion made by Bogue to add:

- "Board Member Term Expirations" to Discussion Items
- "Director's Report" to the Agenda
- "Proposal to transfer funds from United Federal Credit Union to Horizon Bank in order to purchase CDs" to Action Items.

Motion seconded by Valauskas. Motion carried.

Guests: J. Bernstein (Friends of the Library)

Public Comments: None

Friends of the Library (FoBPL):

- Staff member Elizabeth Driscoll requested funds to support her new program, Early Readers Book Club. The group meets once a month and Driscoll would like to let participants have a copy of the book they discuss.
- Bridgman Public Schools 1st graders will visit the library next week. They will hear a story, get a tour of the library and each student will receive a book to keep.
- National Friends of the Library Week is October 16 – 22. To celebrate, the FoBPL is giving away pencils, bookmarks, and candy, and also doing a free raffle for both adults and children.
- The New Buffalo Library Friends has asked the Friends of BPL for support with the November Chikaming Township millage vote by helping fund signs that will be posted around the area.
- The new DVD shelf has arrived and is set up. However, the side panels for the shelf were a bit delayed, so those still need to be installed.
- Skinner has created a proposal for several items needed in the library, including more Teen and

Children's shelving and a book display near the entry of the library. The Friends will discuss these requests at their next meeting on October 20.

Committee Reports:

• **Facilities Committee:**

- Bogue met with Skinner and went through all the recent facility updates.
- Current updates include:
 - Roof leaks have all been repaired.
 - Walls that need to be re-plastered and painted will be taken care of soon.
 - The shed window will be fixed once supplies come in.
 - Old track lighting has been sent back to the company. Skinner will request replacements.
 - Johnny on the Spot window cleaning has not provided us with an estimate yet.
 - Arcadia Gardens completed the fall clean-up.
 - Kole mentioned that he said something to the city about mowing for us.

• **Finance:**

- On October 12, Kole, Skinner, and our accountant, Shawn French, will meet with the Auditor. The completed Audit Report should be available by the November Board Meeting.
- The committee is working on updating Signature Cards for both Horizon Bank and United Federal Credit Union. The corrected cards will now include the Library Director and all members of the Executive Committee.
- The committee is proposing moving \$200,000 from United Federal Credit Union to Horizon Bank to purchase two CDs. They would be staggered so that every 6 months there is the option to renew or cash in.
 - \$100,000 for 6 months at 3.3%
 - \$100,000 for 12 months at 3.8%

• **Personnel and Policy Committee:**

- Skinner is creating a Strategic Plan. A first draft was given to the board for review.
- The Collection Development plan is also very outdated and Skinner is working on updating that as well.
- Tami Smith, our contract employee who leads three Story Time sessions on Tuesday mornings, is wanting to step down as long as there is a qualified person to take her place. Staff member Elizabeth Driscoll has an interest as she has filled in for Smith before. The committee agrees that Driscoll is a good fit for this position, so Skinner will meet with Driscoll to discuss.
- Skinner surveyed employees about possible employee benefits.

Approval of Minutes:

- Motion made by Wilk to accept the August 23, 2022 meeting minutes. Motion seconded by Collins. Motion carried.

Director's Report: Skinner highlighted a few items including the Director Meet & Greet on October 8 from 10am to 12pm, she is currently working on collections development by weeding to make room for new items, and the library will participate in the community Trunk-or-Treat event hosted by Bridgman Public Schools on October 29.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Board Member Term Expirations:** Collins is working on a slate of officers and board candidates for the November election. After discussion, it appears some verification is needed regarding board members' term expirations and limits. Bogue advised that she was not seeking to extend her term.
- **Director Meet and Greet:** The Board of Trustees is inviting the public to come to the library and meet new Director, Sarah Skinner. The event will take place on Saturday, October 8 from 10am to 12pm in the Library Community Room. Light refreshments and snacks will be available.
- **Miscellaneous budget items:** Adobe Creative Suite Software license needs to be renewed for both Lion and Abele (\$490/yr); Lion would like to order a new MAC laptop that would assist in the graphic design work that she does (\$1561); CPR Training needs to take place for staff members (\$590); and three staff members have requested new desk chairs (Price TBD). It was agreed these items were not Action Items as there are funds in the budget for these types of expenses.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of August 2022 bills totaling \$12,114.94. Motion seconded by Wilk. Motion carried.
- **Approve Changes to Bank Signature Card:** Motion made by Collins to update the Bank Signature Cards at both United Federal Credit Union and Horizon Bank to include:
 - Sarah Skinner – Director, Bridgman Public Library
 - Edward Valauskas – President, BPL Board of Trustees
 - Liz Bogue – Vice President, BPL Board of Trustees
 - Rick Fuller – Secretary, BPL Board of Trustees
 - Jim Kole – Treasurer, BPL Board of Trustees

Motion seconded by Kole. Motion carried.

United Federal Credit Union into CDs at Horizon Bank on a staggered basis of at least 6 months with interest on the checking account at Horizon. Motion seconded by Wilk. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:03 A.M.

Next meeting: October 25, 2022, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary: *R. J. Stolle* Date: 10/25/2022