

**Bridgman Public Library
Board Minutes
August 22, 2023 - 9:00 A.M.**

Meeting Called to Order: 9:01 A.M. by Bogue

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: None

Guests: J. Bernstein - Friends of the Library, President
Z. Murray – League of Women Voters

Public Comments: Murray, from the League of Women Voters, stated that the presentation on microplastics that took place at Lincoln Township Library is posted on the Berrien/Cass County League of Women Voters YouTube page for those that may have missed it. She also mentioned that the group has a book club and Skinner has the book selection list for anyone interested.

Friends of the Library (FoBPL): Bernstein reported that the Friends made \$905 at the book sale last month. She also stated that there are currently 80 Friends members and confirmed that they do receive a \$5 discount from the Book Shoppe when they show their membership card.

Committee Reports:

- **Personnel and Policy Committee:**
 - Valauskas compiled the board members' completed job evaluation forms for Skinner. The committee will meet with Skinner after the board meeting to go over the feedback.
- **Facilities Committee:**
 - The library parking lot repairs are complete and the invoice is expected soon. Arcadia Gardens also made a visit and took care of the summer landscaping clean up.
- **Finance Committee/Treasurer Report:**
 - Reviewed reports.

Director's Report: Skinner highlighted several items from her written report:

- The library had 203 participants in the 2023 Summer Reading Program.
- Staff member M. Moyer has begun leading the Little Explorers program for preschoolers which takes place on 2nd and 4th Fridays.
- Staff members D. Malevitis and A. Abele are going to share the volunteer coordinator role and will work together to screen, train and schedule library volunteers.
- The library was awarded a grant to expand its book collection in two areas. We will now offer a Spanish book collection for young children through teens. And we will have a collection of VOX books for

children. VOX books are a type of audio book that has the narration device built right into the book making it easy for children to follow along.

- Skinner performed a Media Bias Analysis of the library's newspaper collection and found it to be balanced (conservative vs. liberal).

Intellectual Freedom: *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* Reviewed the written report compiled by Skinner with a few recent examples.

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

Discussion Items:

- **Yearly Audit by Kruggel Lawton:** Skinner is working on gathering items needed by Kruggel Lawton to complete the annual audit. Skinner estimates the process is about 90% complete and auditors will most likely be in the building in the next couple of weeks to wrap up the project.

Action Items:

- **Approve Bills:** Motion made by Wilk to approve payment of July 2023 bills totaling \$15,664.30. Motion seconded by Janoskey. Motion carried.

Communications/Correspondence/Comments: Skinner received a card from the Decker Insurance Agency thanking the library for their business. Skinner also sent a follow-up email to Rep. Andrews thanking him for making a visit to the library and to check the status of a possible Right to Read Act for the state of Michigan.

Fuller stated that he appreciates how friendly the BPL atmosphere is and encourages the staff to keep welcoming patrons as they come in the door. He also mentioned that the Chikaming Township board and Chikaming citizens have expressed gratitude over BPL representatives taking the time to be present at the monthly township meetings. Positive comments have also been heard from patrons about our growing book collection, although Fuller suggested pursuing different options for displaying all of our "new" books.

Worcester commented that Hoopla could be more user-friendly for those with visual impairments.

Regular Meeting adjourned: 9:34 A.M.

Next meeting: September 26, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:



Date:

