

**Bridgman Public Library
Board Minutes
September 26, 2023 - 9:00 A.M.**

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

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: Under *Action Items: Approval of Bills* update the month to “August.”

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

Public Comments: Murray extended an invite to join the League of Women Voters at Interfaith Action’s annual “Celebration of the Harvest and Harvesters” on October 1st. Michigan Senator Mallory McMorrow will speak about connecting her faith to issues of justice.

Friends of the Library (FoBPL): Bernstein stated that National Friends of the Library Week begins on October 15 and Friends members will use this special week to increase awareness for the group. Also, the 1st graders at Bridgman Elementary School will visit the library this week and each child will receive a free book purchased by the Friends.

Committee Reports:

- **Personnel and Policy Committee:**
 - The slate of 2024 Board Officers was presented. The vote will take place at the November board meeting.
 - E. Valauskas – President
 - R. Fuller – Vice President
 - S. Collins – Secretary
 - J. Kole - Treasurer
- **Facilities Committee:**
 - Landscaping – Weeds continue to grow in the library landscaping. Skinner is seeking quotes from landscaping companies who would be able to take care of weed pulling next year.
 - Front Door – Lock was stripped out and has been fixed.
 - Flickering Lights – Mead & White is ordering parts to fix the issue. Skinner has also requested a quote to switch the light fixtures out completely and will look into grant funds to cover the cost.
 - Wilk stated that there is a tree limb that is hanging over Lake Street and should be removed. Skinner will contact the city manager to see how to proceed as it might fall within the city’s jurisdiction.

• **Finance Committee/Treasurer Report:**

- Employee Retirement – The library is looking into joining the Municipal Employees’ Retirement System of Michigan (MERS) as an option for retirement savings for library employees. With this type of plan there is no employer matching contributions, it is strictly a savings plan for employees. There is no cost for the library to set this up.
- Decker Insurance – Completed a library walk-through and presented the library with feedback and personalized suggestions of what services they might be able to provide for us.
- Capital Expense – The committee would like to change the expense associated with resealing the parking lots to a capital expenditure and use funds available in the Berrien County Community Fund to cover it.

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

- BPL’s partnership with the Boys & Girls Club is already showing positive results. Our first co-sponsored Pokemon Card League event brought 30 kids into the library.
- Nearly 100 people attended the Night Sky program at Warren Dunes on September 23.
- The library will be participating in Bridgman Public School’s Trunk-or-Treat. We have also donated items to Transient Artisan Ales for their Trunk-or-Treat.
- Skinner and Bartozcek were book readers at Berrien RESA’s “Read Around the County” event.
- Staff members will be participating in various continuing education opportunities: Abele and Lion will be attending a Library Marketing Conference in Indianapolis in November, Skinner and Malevitis will be attending the Michigan Library Association Conference in Kalamazoo in October, and the entire staff will receive training on MeL resources during staff development day on October 30.
- Weeding is an ongoing project in Adult Non-Fiction, Fiction and DVDs.

Intellectual Freedom: *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* No September report to discuss.

Approval of Board Meeting Minutes: Motion made by Wilk to approve the August 2023 Board Meeting Minutes as written. Motion seconded by Worcester. Motion carried.

Discussion Items:

- **Yearly Audit by Kruggel Lawton:** All documentation has been submitted as requested. Everything is moving along as expected.
- **MM Resignation:** M. Moyer has resigned due to family scheduling conflicts. Her position will be posted soon.
- **MY Incident Report:** M. Yeske filed a report pertaining to an instance of inappropriate patron behavior. The patron was using offensive language while talking with Yeske and refused to stop when asked. After hearing the conflict at the circulation desk, Malevitis asked the patron to leave.
- **BPL Promo Videos:** Library staff has been creating some fun promotional videos that have been posted online. Check them out on the library’s website, Facebook, Instagram and YouTube pages.

Action Items:

- **Approve Bills:** Motion made by Wilk to approve payment of August 2023 bills totaling \$63,721.49. Motion seconded by Collins. Motion carried.

Communications/Correspondence/Comments: Fuller would like to see the Pledge of Allegiance added to the Board Meeting Agenda as a recurring item. He would also like to see a spot for general comments included.

Fuller requested that the library consider offering board positions to residents of Chikaming Township due to their increased financial support of the library. Kole will investigate.

Collins offered to distribute the Chikaming Township meeting schedule to board members.

Regular Meeting adjourned: 9:51 A.M.

Next meeting: October 24, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:

Susan Collins

Date: 11-28-23