

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

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

Roll Call:

- **Present:** Bogue, Valauskas, Kole, Collins, Fuller, Janoskey, Noll, Wilk, Worcester
- **Excused:** None

Staff: Skinner, Abele

Agenda Revisions:

- Add *Ratification of Library Director's Compensation Increase* to Action Items.
- Add *Approval of MERS 457 Plan* to Action Items.
- Add *Approval of Additional Tree Trimming* to Action Items.

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

Z. Murray – League of Women Voters

B. Hake – Kruggel Lawton

R. Brown – Decker Agency Insurance

P. Dudiak – Chikaming Township Clerk

Public Comments:

- Murray extended an invite for everyone to attend the League of Women's Voters holiday party at Fernwood on December 13th. She also mentioned the Chikaming Township outdoor holiday event that will take place on December 9.
- Dudiak introduced herself and stated she was attending as the representative from Chikaming Township.

Friends of the Library (FoBPL):

- The library will participate in the Bridgman Holiday Village on December 9th and will show the movie, "The Polar Express." The Friends group will provide popcorn and candy canes during the movie.
- The Friends will host a book sale on January 26 & 27.
- The Friends of BPL Secretary position will soon be vacated. Bernstein requested that the Board reach out to anyone they know who might be interested.

Committee Reports:

- **Personnel and Policy Committee:**
 - The committee would like to begin honoring employees for every 5 years of service at the library.
 - The committee would also like to treat the library staff to a catered dinner in celebration of the

holidays.

● **Facilities Committee:**

- Once approved by the Board, the tree hanging over the fence by a neighboring house will be trimmed at a cost of \$850.
- Skinner has contacted Mead & White numerous times as they have not yet finished fixing the lights. She has also reached out to several other companies for quotes.

● **Finance Committee/Treasurer Report:**

- It was suggested to increase the budget amounts for health insurance, public utilities and digital resources.
- One CD was rolled over at Horizon Bank.

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

- The library staff participated in MCLS training on October 30 and learned all about MeL resources.
- New staff member T. Otter started work on November 6.
- Staff members Abele and Lion attended the Library Marketing and Communication Conference in Indianapolis at the beginning of November and brought back lots of new ideas on how to connect with the community and promote our events and programs.
- Staff member Yeske led a very well-attended program on Arachnids.

Intellectual Freedom: *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* There is a Right to Read Act currently being proposed in Lansing for the state of Michigan.

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

Discussion Items:

- **Decker Agency Insurance:** Brown shared the Insurance Appraisal Report with the Board and was pleased with the appraised value of the library's assets. If the Board decides to update the insurance policy with the current appraised values, the difference in premium will be \$202. There is no specific timeframe as to when this needs to be decided.
- **Honor Credit Union CD Options – Georgia Gipson:** One CD is maturing on December 13th at First Source Bank. Kole is researching options with Honor Credit Union. Unfortunately, Georgia Gipson was ill and not able to attend the Board Meeting to share details.
- **Yearly Audit by Kruggel Lawton:** Hake said the yearly audit went well. They are in the process of finalizing the report. The library has done a good job of monitoring and amending the budget as needed.
- **MERS 457 Plan for Staff:** Beginning January 1, 2024 library staff (who have been with the library for at least 90 days) will have the option to participate in the MERS 457 Retirement Savings Plan - a supplemental retirement plan that allows employees to contribute pre-tax dollars to a savings account. In conjunction with this new option, the HealthiestYou Telehealth Plan will be discontinued as of December 31, 2023.

Action Items:

- **Ratification of Library Director's Compensation Increase:** Motion made by Kole to ratify the decision made

in the October 2023 Closed Session to give the Library Director a compensation increase. Motion seconded by Wilk. Motion carried.

- **Approve MERS 457 Plan:** Motion made by Kole to add the MERS 457 Plan as an optional retirement benefit for library staff. Motion seconded by Worcester. Motion carried.
- **Approve Additional Tree Trimming:** Motion made by Janoskey to approve spending \$850 to trim the tree overhanging the fence by a neighboring house. Motion seconded by Valauskas. Motion carried.
- **Approve Bills:** Motion made by Kole to approve payment of October 2023 bills totaling \$132,245.27. Motion seconded by Wilk. Motion carried.
- **Election of Board Officers for 2024:**
 - Motion made by Wilk to close the nominations for Board officers. Motion seconded by Noll. Motion carried.
 - Motion made by Wilk to approve the slate of officers for 2024. Motion seconded by Worcester. Motion carried.
 - Valauskas – President
 - Fuller – Vice President
 - Kole – Treasurer
 - Collins - Secretary

Communications/Correspondence/Comments: BPL Board member L. Bogue has resigned her position.

Regular Meeting adjourned: 10:01 A.M.

Next Meeting: December 12, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:



Date: 12-12-23