

**Bridgman Public Library  
Board Minutes  
February 27, 2024 - 9:00 A.M.**

**Meeting Called to Order:** 9:05 A.M. by Fuller

**Roll Call:**

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

**Staff:** Skinner, Abele

**Agenda Revisions:** None

**Guests:** P. Cichon, Z. Murray, D. Hossler

**Public Comments:**

P. Cichon attended the meeting as she is interested in running for a seat on the library board in the next election.

Z. Murray mentioned that Dana Nessel, Attorney General for the State of Michigan, will be at LMC to speak on April 30<sup>th</sup>.

D. Hossler presented information on the quotes from Adams Remco for new library copy machines.  
(See notes in Discussion Items)

**Friends of the Library (FoBPL):**

- The Friends made \$619 at the January book sale.
- April 17 is the Volunteer Luncheon. R. Ritovato has been selected as the Volunteer of the Year.
- The Friends are trying to increase visibility to gain new members and officers. Bernstein is working with the library staff to expand outreach efforts.

**Committee Reports:**

● **Personnel and Policy Committee:**

- E. Morris has resigned her position at the library. Skinner has been interviewing to fill her cataloging position and will be handling the cataloging and youth collection development in the interim.
- Upcoming Work Anniversaries:
  - D. Malevitis – 25 years
  - K. O'Brien – 20 years
  - M. Yeske – 1 year
  - K. Bartoszek – 1 year
- The staff is hosting a baby shower for K. Bartoszek and his wife on March 15 at 5pm.
- A selection of library policies has been updated. (See notes in Discussion Items)

- **Facilities Committee:**
  - Skinner has been receiving quotes for new copiers and for lighting upgrades.
- **Finance Committee/Treasurer Report:**
  - Kole and Skinner have been working on amending the budget. It will be finalized once the library has contracted to purchase new copiers and fix the lighting.
  - Kole would like to increase the \$1000 check signing limit to \$1500 as some recurring expenses are right around that \$1000 mark. The official proposal will be added to next month's board meeting agenda.
  - Kole would like to move more funds to Honor Credit Union and make better use of electronic payments that would provide 2% cash back.

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

- Skinner's monthly Post-Pandemic Library Cohort discussed the *Heal Book* by Dr. Noah Lenstra and they also executed a S.O.A.R. analysis.
- A Little Free Library will be added to Toth Street Park thanks to a partnership between BPL and The Bridgman Parks Department.
- Lion is still working on the Meet the Board page of the website. Board members should turn in their biography forms as soon as possible.

**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 Janoskey to approve the January 2024 Board Meeting Minutes as written. Motion seconded by Wilk. Motion carried.

**Discussion Items:**

- **Copier Quotes:** Skinner recommends leasing copiers from Adams Remco. Compared to the other quotes Adams Remco is the most reasonable and offers the quickest response time.
- **Lighting Replacement Quotes:** Three quotes have been received. Skinner recommends Wolverine as their quote is the most economical. Due to this project totaling over \$30,000, it was suggested to seek out grants that might help defray the cost.
- **Updated Policies:**
  - **Revised 2024 Fee Schedule:** Copy fees will be increasing once the library has acquired new copy machines.
  - **Revised Community Room Rental Policy & Application:** Fees will be implemented for profit groups who would like to make use of the room for meetings and programs. Non-profits will not be charged.
  - **Revised Patron Privacy Policy:** Minor wording changes.
  - **Revised Emergency Closings Policy:** Updated to say the library may close in conjunction with Bridgman Public Schools and the public will be notified of closures on the library website and social media accounts.
  - **Revised Copyright Policy:** Kole would like to table this discussion until next month so that he

can further review this policy.

**Action Items:**

- **Approval of January 2024 Bills:** Motion made by Kole to approve payment of January 2024 bills totaling \$20,952.78. Motion seconded by Collins. Motion carried.
- **Approval of Updated Policies:**
  - **Fee Schedule:** Motion made by Collins to accept the fee schedule as written and to be effective after the library receives new copy machines. Motion seconded by Kole. Motion carried.
  - **Community Room:** Motion made by Wilk to approve the Community Room Policy as written. Motion seconded by Kole. Motion carried.
  - **Patron Privacy:** Motion made by Kole to accept the Patron Privacy Policy with minor amendments. Motion seconded by Janoskey. Motion carried.
  - **Emergency Closings:** Motion made by Kole to approve the Emergency Closings Policy as written. Motion seconded Wilk. Motion carried.
  - **Copy Right:** Motion made by Kole to table the approval of the Copy Right Policy until next month. Motion seconded by Wilk. Motion carried.
- **Approval for Copier Upgrades:** Motion made by Kole to delegate to the Library Director the decision of leasing options with Adams Remco for new copy machines. Motion seconded by Wilk. Motion carried.
- **Approval for Lighting Upgrades:** Motion made by Wilk to move forward with the entire lighting project. Motion seconded by Collins. Motion carried.

**Communications/Correspondence/Comments:** The library received an email and a photo from a satisfied patron stating how she was looking for particular books on several different occasions and BPL had them all. The email was made into a social media post and shared on Facebook and Instagram.

**Regular Meeting adjourned:** 10:56 A.M.

**Next Meeting:** March 26, 2024 - 9:00 A.M. at the library.

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary:



Date: 3/26/24