

**Bridgman Public Library
Board Minutes
September 24, 2024 - 9:00 A.M.**

Meeting Called to Order: 9:05 A.M. by Valauskas

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: The Board will enter a Closed Session after the Public Meeting to discuss the Library Director's job evaluation.

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

Public Comments: None

Friends of the Library (FoBPL):

- Each 1st grader in Bridgman Public Schools received a free book that was purchased by the Friends. This is an annual event known as the Gift of Reading Program. The 1st graders will also visit the library later this week and receive a tour.
- The Friends will donate \$100 toward the purchase of candy for the upcoming Halloween Party.

Committee Reports:

- **Personnel and Policy Committee:**
 - The Board will review the summary of Skinner's job evaluation in the Closed Session that will take place after the Public Board Meeting today.
 - Collins will put together a slate of officers for the new year. Any Board Members interested in a Board Officer position should speak with her.
- **Facilities Committee:**
 - The fence in the courtyard has been fixed.
 - The library is still awaiting quotes from a couple of security camera companies. Unfortunately, we have missed the window to apply for a safety grant available through the library's PAR Plan (building insurance), however we can try again in March 2025. In the meantime, Skinner will request quotes from a few other places.
- **Finance Committee/Treasurer Report:**
 - The library has supplied the accounting firm with all the documents requested for the annual audit. They are currently reviewing the information.
 - Kole and Skinner attended a webinar on changes to Michigan's paid time off (PTO) and minimum wage laws that will take effect on February 21, 2025. However, these changes should not impact the library.

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

- BPL and Lake Charter Township will be working together this spring to install a Little Free Library at Lake Township Park on Gast Rd.
- Staff will be participating in Trunk-or-Treat at Reed Middle School on October 24. Candy donations are always welcome.
- Skinner and staff member Kyle took part in Berrien RESA's Read Around the County event again this year. Kyle attended the event in St. Joseph on September 19 and Skinner attended the Niles event on September 20.

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

Approval of Board Meeting Minutes: Motion made by Collins to approve the August 2024 Board Meeting Minutes as written. Motion seconded by Kole. Motion carried.

Discussion Items:

- **Memorial Bench Repair:** The patron interested in repairing the Memorial Bench is no longer able to do so. Skinner will contact the library's handyman to see if he can fix it. Skinner will also check into the price to purchase a new bench.
- **Open Board Position for LCT:** Valauskas is researching how other libraries that serve multiple townships structure their boards. He suggested creating a working committee made up of Executive Board Officers to review BPL by-laws and amend them as any changes are made. Fuller agreed to lead the committee.
- **Community Room:** Fuller voiced concerns over a recent program he attended in the Library's Community Room that had standing-room-only. Skinner and the Board will review the Community Room policies and room rental contract. They will also discuss ways to keep an accurate count of people and ensure the room stays within capacity limits.

Action Items:

- **Approval of August 2024 Bills:** Motion made by Kole to approve payment of August 2024 bills totaling \$25,581.86. Motion seconded by Wilk. Motion carried.

Communications/Correspondence/Comments: None

Regular Meeting adjourned: Motion made by Kole to adjourn the meeting at 10:11 A.M. Motion seconded by Wilk. Motion carried.

Entered Closed Session

Next Meeting: October 22, 2024 - 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary: Susan Colborn Date: 10-22-24