

**Bridgman Public Library
Board Minutes
November 26, 2024 - 9:00 A.M.**

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

Roll Call:

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

Staff: Skinner

Agenda Revisions: Motion made by Valauskas to amend the agenda and move up the Election of Officers so that all board members have the opportunity to vote before a couple of them leave for other appointments. Kole seconded. Motion passed.

Guests: Brian Hake, Kruggel Lawton CPAs

Public Comments: None

Friends of the Library (FoBPL):

In Bernstein's absence, Skinner gave the Friends of the Library update:

- The Friends are supplying popcorn, candy canes and a take-and-make craft to give away at the library as part of the Bridgman Holiday Village, which takes place on Saturday, December 14. The library will also be showing the holiday movie "Elf" at 1pm.
- A pop-up book sale will take place on Friday, February 14th from 1pm - 5pm & Saturday, February 15th from 10am – 2pm.

Committee Reports:

- **Personnel and Policy Committee:**
 - Collins and Janoskey have agreed to co-chair the Personnel and Policy Committee in 2025.
- **Facilities Committee:**
 - No new issues to report.
- **Finance Committee/Treasurer Report:**
 - The committee plans on amending the budget in January to adjust for some unexpected expenses.

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

- The Rebecca Dewey Chapter of the Daughters of the American Revolution partnered with us to host the traveling exhibit "The American Revolution Experience" from November 19 - 27. A ribbon cutting ceremony was held on Saturday, November 23 and over 30 people attended. We are the first location in Michigan to display this exhibit.
- We welcomed the Pokagon Band of Potawatomi to the Weko Beach House on November 9th and filled

the building to capacity. Over 130 community members learned about their music, dances, and regalia.

- The library will begin partnering with Lory's Place beginning in January. Lory's Place will be using a library study room to offer an ongoing grief class.
- Library staff have been recertified in CPR and AED use.
- Staff member Mandi offered a program all about spiders and had 50 people attend.

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 Wilk to approve the October 2024 Board Meeting Minutes as written. Motion seconded by Collins. Motion carried.

Discussion Items:

- **2024 BPL Audit with Brian Hake:** The board reviewed the preliminary 2024 audit. Hake, from Kruggel Lawton CPAs, said the Library is financially healthy. He did suggest amending the current budget at the beginning of the year to adjust for some unexpected expenses, but overall, everything looks good.
- **Community Room Tech for Book Group:** A request was made to upgrade Zoom capabilities in the Community Room so that several 2nd Wednesday Book Group members can still participate while they are away during the winter. It was determined that more specifics are needed as to what kind of visual and sound capabilities are desired in order to properly research new technology and equipment. Fuller will discuss this with book group attendees and follow up with the Facilities Committee.
- **Proposed By-Law Updates:** Edits to the by-laws were discussed and wording was reviewed. Motion made by Fuller to tentatively agree with edits as presented. A final decision will be made after changes have been approved by all parties involved. Motion seconded by Worcester. Motion carried.
- **Adding The Pledge of Allegiance to the Agenda (Article 2, Section 2 of by-laws):** Valauskas requested to defer this discussion until next month's meeting when all board members are in attendance to discuss. All agreed.
- **FOIA Issues:** Kole reminded board members to use their library-specific email addresses to communicate library business to avoid possible issues in the event of a Freedom of Information Act (FOIA) request.
- **City/Township Meeting Schedule:** Collins requested a schedule of local city and township meetings where library representation is needed so that board members can rotate who attends. Skinner will print the schedule and bring to December's board meeting so board members may sign up for a date/time.

Action Items:

- **Approval of October 2024 Bills:** Motion made by Wilk to approve payment of October 2024 bills totaling \$28,886.45. Motion seconded by Kole. Motion carried.
- **Election of Officers for 2025:** Motion made by Collins to elect 2025 board officers as listed below. All those nominated are current incumbents. Motion agreed upon by all board members. Motion carried.
 - Valauskas, President
 - Fuller, Vice President

- Kole, Treasurer
- Collins, Secretary

- **Adding The Pledge of Allegiance to the Agenda (Article 2, Section 2 of by-laws):** Deferred until December's Board Meeting.

Communications/Correspondence/Comments:

- Two staff members recently received compliments from different patrons. Both Mandi and Kyle were thanked for being very friendly and helpful.
- The Southwest Michigan Library Co-op has updated their Welcome Brochure. Skinner distributed a copy to board members.

Regular Meeting adjourned: Motion made by Fuller to adjourn the meeting at 10:39 A.M. Motion seconded by Wilk. Motion carried.

Next Meeting: December 10, 2024 - 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary: Suse Collins Date: 12-10-24