

**Bridgman Public Library  
Board Minutes  
October 22, 2024 - 9:00 A.M.**

**Meeting Called to Order:** 9:27 A.M. by Fuller

**Roll Call:**

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

**Staff:** Skinner, Abele

**Agenda Revisions:** None

**Guests:** None

**Public Comments:** None

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

- The Friends are supplying candy canes to give away at the Bridgman Holiday Village, which takes place on Saturday, December 14. The library will be showing the movie "Elf" and providing popcorn, as well as a make & take ornament craft.
- Thank you cards were sent to the Friends members for National Friends of the Library Week, which took place October 20 – 26. Candy and other freebies were also available to patrons. The friends currently have 82 members and are always happy to add more.

**Committee Reports:**

- **Personnel and Policy Committee:**
  - Collins requested to take a break from the position of Personnel and Policy Committee Chairperson in 2025.
- **Facilities Committee:**
  - The library carpets were cleaned and some squares will be replaced.
- **Finance Committee/Treasurer Report:**
  - Brian Hake from Kruggel Lawton CPA is almost ready to schedule a date to present the audit report to the Board.
  - Staff Appreciation will be added as a line item to the budget and described as a benefit in the Employee handbook.
  - One CD was rolled over and two more are coming due soon.

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

- Staff member Scott D. reached the end of his 90-day probationary period and received his review and library building key.

- Skinner and staff member Denise M. will attend the Trunk-or-Treat event at Reed Middle School on October 24.
- Skinner had the honor of presenting the "Heart of a Champion" Award to Friends President, Julie B. at the Michigan Library Association's Awards Banquet on October 16 in Traverse City.
- The library welcomed 203 people to the annual Halloween Party on October 10.

**Intellectual Freedom:** *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* Skinner highlighted several examples from her written report.

**Approval of Board Meeting Minutes:** Motion made by Wilk to approve the September 2024 Board Meeting Minutes as written. Motion seconded by Kole. Motion carried.

**Discussion Items:**

- **FOIA Issues (Kole):** Deferred to next month's meeting.
- **Board Positions and Contracts (Kole):** Executive Board is meeting to discuss later this month.
- **Nomination of Officers for 2025:** Current incumbents have agreed to stay on in their Executive Officer positions for another term. The only position that needs to be filled is that of Chairperson of the Personnel and Policy Committee.

**Action Items:**

- **Approval of September 2024 Bills:** Motion made by Kole to approve payment of September 2024 bills totaling \$15,120.59. Motion seconded by Collins. Motion carried.

**Communications/Correspondence/Comments:** None

**Regular Meeting adjourned:** Motion made by Janoskey to adjourn the meeting at 10:32 A.M. Motion seconded by Collins. Motion carried.

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

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary: Susan Collins Date: 11-26-24