

**Bridgman Public Library
Board Minutes
January 28, 2025 - 9:00 A.M.**

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

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: Fuller made a motion to add *Approving the Amended Budget and Removing the Treasurer's Report from the Board Meeting Agenda* to Action Items. Motion seconded by Collins. Motion passed.

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

Public Comments: G. Shaver introduced himself as the newly appointed Lake Charter Township Library Board Trustee. Shaver fills the vacancy left by M. Companion.

Friends of the Library (FoBPL):

- A pop-up book sale will take place on Friday, February 14th from 1pm - 5pm & Saturday, February 15th from 10am – 3pm. Saturday will also be a \$5 bag sale.
- Staff member Mandi presented a proposal seeking funds to partner with Rising Kites Coffee to expand their selection of children's books at the coffee shop. The Friends offered to donate \$300 for this project. Mandi will work with Rising Kites to select relevant books and then the library will place the order.
- The Friends Volunteer Appreciation Luncheon will take place in April.

Committee Reports:

- **Personnel and Policy Committee:**
 - Reviewed and revised selected library policies. See Discussion Items.
- **Facilities Committee:**
 - The Committee did not meet this month.
- **Finance Committee:**
 - The Committee has been working on amending the budget.
- **Treasurer's Report:**
 - The Treasurer's Report is discussed during the Finance Committee portion of the Board Meeting and is therefore being removed from the agenda. See Action Items.

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

- The Food for Fines Program ran from November 18, 2024 to January 4, 2025 and the library waived \$148 in overdue fees during that time.
- BPL is now an official FamilySearch International Affiliate. Patrons can log on to the FamilySearch database from library computers to do genealogy research.
- Overdrive digital magazines went live on December 1 and we have logged 281 individual uses by our patrons. The yearly cost for this service is approximately \$400. However, we receive an annual grant from the Southwest Michigan Library Co-op that covers this fee.
- Staff member Cindy P. celebrated her 1-year anniversary here at the library.

Approval of Board Meeting Minutes: Motion made by Janoskey to approve the December 2024 Board Meeting Minutes as written. Motion seconded by Collins. Motion passed.

Discussion Items:

- **Policy Updates**
 - **Copyright Policy:** The library's Copyright Policy has been revised to include more details. Updates include descriptions of *fair use* and *copyright infringement*, as well as a statement about responsibility for copyright infringement lying solely with the patron.
 - **Book Challenge Policy:** The policy was updated to state that those requesting a book challenge at BPL must reside in the City of Bridgman, Lake Charter Township or Chikaming Township. Information was also added pertaining to the size and makeup of the review panel that the library director would create in the event a book was challenged. However, upon further discussion, it was determined more clarification was needed regarding the review panel and therefore the approval of this policy was tabled until next month's Board Meeting.
 - **FOIA Policy:** Detailed information and worksheets were created in order for the library to recoup any labor, material and litigation costs associated with a FOIA request.
- **Updates to Employee Handbook**
 - **EST/VAC:** Michigan's new paid time off (PTO) law, the Earned Sick Time Act (ESTA), will go into effect on February 21, 2025. The law requires employers to provide paid sick time to employees. As a result, the library has separated current employee paid time off into vacation time and earned sick time.
 - **Meal "Benefit":** Meals were added to the list of Employee Benefits stating that the library may provide food for staff during certain trainings, events, etc.
- **Revised 2024-2025 Budget:** The mid-year budget review and amendments have been completed. Everything looks to be in good shape.
- **Community Garden Assessment:** An assessment of the Community Garden, written by our Garden Coordinator, was distributed to the members of the Board. It detailed the amount of time and effort required to operate the garden. After discussion, it was requested that the Facilities Committee review the document and present any action items to the Board at next month's meeting.
- **Chikaming Twp Representative/By-Law Updates:** Because more discussion is needed regarding the size and makeup of the Library Board of Directors, Skinner requested that individual by-law updates be approved at next month's Board Meeting, with the exception of those pertaining to the addition of a Board Representative from Chikaming Township.

Action Items:

- **Approval of December 2024 Bills:** Motion made by Worcester to approve payment of December 2024 bills totaling \$30,095.82. Motion seconded by Kole. Motion passed.
- **Approval of 2024-2025 Amended Budget:** Motion made by Worcester to approve the amended 2024-2025 budget. Motion seconded by Kole. Motion passed.
- **Approval of Policy Updates:**
 - **Copyright Policy:** Motion made by Kole to accept the policy as written. Motion seconded by Collins. Motion passed.
 - **Book Challenge Policy:** All agreed to table the approval of this policy until next month.
 - **FOIA Policy:** Motion made by Worcester to accept the policy as written. Motion seconded by Wilk. Motion passed.
- **Approval of Updates to Employee Handbook:**
 - **EST/VAC:** Motion made by Kole to accept the EST/VAC section of the Employee Handbook as written. Motion seconded by Wilk. Motion passed.
 - **Meal "Benefit":** Motion made by Noll to accept the Meal "Benefit" section of the Employee Handbook as written. Motion seconded by Worcester. Motion passed.
- **Approval to Remove the Treasurer's Report from the Board Meeting Agenda:** Motion made by Kole to remove the Treasurer's Report from the Board Meeting Agenda. Motion seconded by Worcester. Motion passed.

Communications/Correspondence/Comments: The library was notified that e-rate reimbursements will increase from 60% to 80%.

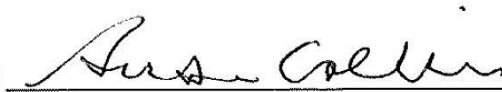
Meeting adjourned: Motion made by Wilk to adjourn the meeting at 11:13 A.M. Motion seconded by Collins. Motion passed.

Next Meeting: February 25, 2025 - 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:



Date:

