

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

**Meeting Called to Order:** 9:01 A.M. by Fuller

**Roll Call:**

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

**Staff:** Skinner, Abele

**Agenda Revisions:** None

**Guests:** J. Bernstein

**Public Comments:** None

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

- The Friends purchased \$300 in supplies for the upcoming Nerf Nite (blasters, darts & safety glasses).
- In celebration of National Library Week, the Friends will provide boxed lunches on April 11 for the library staff.
- April 17 is the Friends Volunteer Luncheon. R. Ritrovato has been selected as the Volunteer of the Year.

**Committee Reports:**

- **Personnel and Policy Committee:**
  - Kole would like to postpone the discussion on the Copyright Policy for one additional month as he is still researching what employees need to know about handling situations involving copyright laws.
  - Upcoming Work Anniversaries:
    - L. Rodgers – 4 years
    - K. Bartoszek – 1 year
- **Facilities Committee:**
  - Skinner sent a deposit check to Wolverine Electric to contract the work needed on the lights. They will let us know timing once the parts arrive.
  - The staff restroom has been out of order due to the toilet needing repair. The plumber has been out to analyze the situation. Tile work will need to be addressed first and then the toilet can be fixed.
  - The Caretakers will be mowing the library grounds and maintaining the library landscaping this year. This includes a spring/summer/fall clean up, as well as monthly weeding services.
- **Finance Committee/Treasurer Report:**
  - Now that quotes have been received for several projects, Kole and Skinner will work on amending the budget.

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

- BPL acquired a grant from the Kimmel Foundation to have an artist come and speak at Reed Middle School.
- Our new cataloger, S. Visser began work on Monday, the 25<sup>th</sup>.
- New copy machines will be installed on Wednesday, March 27<sup>th</sup>.

**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 for March.

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

**Discussion Items:**

- **Maturing CDs:** Kole and Skinner would like the board to consider what action should be taken once CDs mature from Horizon Bank. One CD from United Federal Credit Union matured on March 21<sup>st</sup> and has been cashed out.
- **Updating the amount for checks that the Director can sign without board signatures:** Kole will find out from the bank how to increase the dollar amount that the Director can write checks for without board signatures. The updated amount would be \$1500. Once this is done, library by-laws will need to be revised.

**Action Items:**

- **Approval of February 2024 Bills:** Motion made by Kole to approve payment of February 2024 bills totaling \$38,650.34. Motion seconded by Valauskas. Motion carried.
- **Approval to update the dollar amount of checks that the Director can sign without board approval:** Motion made by Noll to accept raising the amount for checks that the Director can sign, without board approval, to \$1500. Motion seconded by Collins. Motion carried.

**Communications/Correspondence/Comments:** None


**Regular Meeting adjourned:** 9:38 A.M.

**Next Meeting:** April 23, 2024 - 9:00 A.M. at the library.

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary:



Date: 4-23-24