

**Bridgman Public Library
Board Minutes & Budget Hearing
July 22, 2025 - 9:00 A.M.**

Meeting Called to Order: 9:00 A.M. by Fuller

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: None

Guests: J. Bernstein, Friends of BPL President

Public Comments: None

Friends of the Library (FoBPL):

- The Friends will have a book sale that will be open to the public on August 1st from 10am – 4pm and August 2nd from 10am – 2pm. A \$5 bag sale will take place all day on Saturday, August 2nd. There will also be a preview sale for Friends Members on the evening of July 31st from 6pm – 8pm. Flyers are available to post at local businesses if anyone would like to take one.
- Friends Tote bags will be for sale during the upcoming Book Sale. They will sell for \$10 each.
- The budget was approved for the mural project in the Children's area of the library. The project will officially kick off this fall.

Committee Reports:

- **Personnel and Policy Committee:**
 - The Director's job evaluation has been completed by the Board. And the Director has completed job evaluations for the library staff.
- **Facilities Committee:**
 - Water damaged areas in the Community Room and over the side door in the lobby are currently being repaired.
 - The electrical heating element on the roof is no longer working and will need to be fixed.
 - The new door for the shed is on backorder. The current door did not operate or seal properly.
 - Weeding needs to be done around the outside of the building.
 - Skinner met with the cleaning company to discuss the need for better cleanliness in the building. They assured us, now that some staffing changes had been made, they would be doing a more thorough job.
- **Finance Committee:**
 - Reviewed reports.

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

- The library currently has over 250 people participating in the Summer Reading Program.
- State-wide reciprocal lending for Libby is in process. Should be ready by end of July.
- Kanopy, a new movie/tv streaming service, is now available to BPL patrons with their library card.

Approval of Board Meeting Minutes: Motion made by Wilk to approve the June 2025 Board Meeting Minutes as written. Motion seconded by Collins. Motion passed.

Discussion Items:

- **FY24-25 Final Budget:** All the final bills have been paid for FY24-25. The final budget is included in the Board Packet.
- **Opportunities for FY24-25 Budget Surplus:** Created a list of ways to possibly use surplus funds. Some ideas mentioned were:
 - Upgrade to computers and laptops
 - Open the roof hatch that was covered over
 - Change the shelving in the children's area
 - Purchase teleconference equipment for the Community Room
 - Encourage staff enrichment
 - Offer retirement fund match to employees
 - Add to the library reserve fund
- **Board Make-Up:** The size of BPL's Library Board of Trustees seems to be excessive for an organization of BPL's size. No one on the Board is opposed to looking into this as all agree 10 seats is disproportionate. A possible work group may need to be formed. Further discussion is needed before anything moves forward.

Action Items:

- **Approval of June 2025 Bills:** Motion made by Janoskey to approve payment of June 2025 bills totaling \$22,364.67. Motion seconded by Etter. Motion passed.
- **Final FY24-25 Budget:** Motion made by Wilk to approve the final budget as written. Motion seconded by Collins. Motion passed.

Communications/Correspondence/Comments: Fuller noted that staff member Kyle had a very successful program on Monday, July 21st for National Ice Cream Day. There were free single-scoop sundaes on the patio and a good crowd of people were in attendance.

It was also mentioned that Skinner makes rounds every week to refill the local Little Free Libraries. It appears that they are a popular service and people enjoy using them!

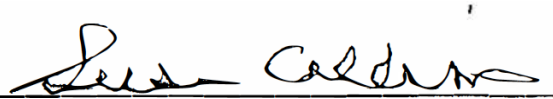
Meeting Adjourned: Motion made by Worcester to adjourn the meeting at 10:21 A.M. Motion seconded by Shaver. Motion passed.

Next Meeting: August 26, 2025 - 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:

A handwritten signature in black ink, appearing to read "Lisa Calderin", is written over a light gray rectangular background.

Date: 08/26/25