

**Bridgman Public Library
Board Minutes & Budget Hearing
August 26, 2025 - 9:00 A.M.**

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

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions:

- *Facility Repairs* added as an item under the Usage of Budget Surplus Funds in Discussion Items.
- *Approval to Amend the June 2025 Meeting Minutes* added to Action Items.

Guests: J. Bernstein, Friends of BPL President

Public Comments: None

Friends of the Library (FoBPL):

- The Friends made \$792 at the recent book sale.
- Eighteen out of twenty tote bags have sold at \$10 each. More are on order to replenish the supply.
- Currently there are 94 Friends members, still hoping to get to 100.
- Next Friends meeting is scheduled for October.

Committee Reports:

- **Personnel and Policy Committee:**
 - The committee met with the library director on August 18 to discuss a Performance Improvement Plan.
- **Facilities Committee:**
 - Received a quote from Wolverine to repair the heating tape in the foyer, which should fix the leak. They will also move the thermostat box to the mechanical room for easier access. The new Library handyman, Collin, caulked around the area to provide a temporary fix. The Finance Committee will investigate the best way to pay for the repair, possibly looking into the Berrien Community Fund.
 - Library handyman, Collin, also repaired the wall in the Community Room and replaced the storage shed door. Upon fixing the shed door, he noticed that the supports on the left side of the shed are sinking. He provided a quote to fix, skirt and repaint that area of the shed.
- **Finance Committee:**
 - See Discussion Items.

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

- The library had 286 people participate in the Summer Reading Program with an approximate 40% completion rate.
- Harding's Friendly Market in Bridgman is no longer donating to the library as part of its Rewards Program. They have changed how their program works and customers can no longer designate BPL for their donations.
- The BPL Halloween Party is coming up on October 9. This annual event draws a big crowd. If you are willing to donate candy or your time to volunteer, please see Kyle.
- BPL is teaming up with the English Language Arts (ELA) Department at Bridgman High School to offer a pop-up library tomorrow. If this event is successful, it will continue on a recurring basis.

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

Discussion Items:

- **Rescind the July 2025 Amendment of FY24-25 Budget:** Kole noted that an action to pass an amended FY24-25 budget was made in error at the Board Meeting on July 22, 2025 as the fiscal year had already ended on June 30, 2025. Therefore, a Resolution to Rescind has been created by the library attorney to reverse this action.
- **Possible Usage of Budget Surplus Funds:**
 - Pre-pay Hoopla for one year - \$10,000: This way it is paid outside of the materials budget and allows for more funds to be available within the budget to expand the library's holdings in other areas.
 - OWL Teleconferencing Equipment - \$4,187.00: Owl is a 360 degree camera/microphone/speaker system that provides an immersive experience for both in-person and remote meeting participants. This system would be used for the monthly book group and other programs. There is a discount for purchasing the OWL & bar equipment at the same time.
 - Tech Upgrades - awaiting an invoice: Computer and laptop upgrades have been completed. Several staff and patron PCs were replaced as they could no longer be upgraded. The punch-in kiosk laptop was also replaced.
 - Facility Repairs – Approximately \$9,000: This includes fixing the storage shed and reopening the roof hatch.
- **Additional Discussion Items:**
 - **Resizing the Board** Etter requested adding the topic of revising the number of Board Members to the September 2025 Board Meeting Agenda.
 - **Employee Incentive:** Etter also requested looking into distributing an employee incentive from the budget surplus. Finance Committee will investigate.

Action Items:

- **Approval of July 2025 Bills:** Motion made by Kole to approve payment of July 2025 bills totaling \$32,714.20. Motion seconded by Worcester. Motion passed.
- **Approval to Rescind the July 2025 Amendment of the FY24-25 Budget:** Motion made by Kole to adopt the resolution created by the library attorney to rescind the FY24-25 budget amendment approved on July 22, 2025. Motion seconded by Etter. Motion passed.
- **Approval to explore funding sources including use of FY24-25 Budget Surplus Funds to approve expenditures for OWL Teleconferencing Equipment and Tech Upgrades:** Motion made by Kole to approve using Berrien Community Fund, or to explore with the Finance Committee possible use of FY24-25 Budget Surplus Funds, to pay for the Owl Teleconferencing Equipment and Tech upgrades discussed. Motion seconded by Worcester. Motion passed.
- **Approval to Amend June 2025 Meeting Minutes:** Motion made by Kole to amend the June 2025 minutes to include an Action Item passing a revised FY24-25 budget. Seconded by Valauskas. Motion passed.

Communications/Correspondence/Comments:

- A grandmother who always brought her kids to BPL, now makes sure to visit with her grandkids when they are in town. She loves our library and feels it is always very welcoming.

Meeting Adjourned: 10:14 A.M.

Next Meeting: September 23, 2025 - 9:00 A.M. at the library.

Respectfully submitted by:

Amy Abele

Approved by the Secretary:  Date: 09/23/2025

RESOLUTION TO RESCIND
THE JULY 22, 2025 BUDGET AMENDMENT

At a meeting of the Library Board of the Bridgman Public Library, Berrien County, Michigan, held at the Library on August 26, 2025 at 9 a.m.

PRESENT:

Etter, Valauskas, Eller, Collins, Janoske, Shaver, Kole, Wilk, Worcas

ABSENT:

Noll

The following Resolution was offered by Treasurer and Trustee, James D. Kole and seconded by Connie Etter

WHEREAS, the Bridgman Public Library ("Library") is a public library organized under 1877 PA 164 ("PA 164") serving the residents of the City of Bridgman; and

WHEREAS, the Library Board approved a budget for the fiscal year July 1, 2024 through June 30, 2025, and amended that budget on June 24, 2025; and

WHEREAS, at its July 22, 2025 meeting, the Library Board approved a budget amendment for the July 1, 2024 through June 30, 2025 fiscal year; and

WHEREAS, the Library Board determined that it was required to make any amendments to the budget during the fiscal year; and

WHEREAS, the Library Board has determined that it is in the best interests and welfare of the Library and its residents to rescind the motion to approve a budget amendment that was made at the July 22, 2025 meeting because that purported amendment occurred after the end of the 2024-2025 fiscal year

