

# Bridgman Public Library Board Meeting Minutes November 25, 2025 - 9:00 A.M.

## **Meeting Called to Order:**

9:03 A.M. by Valauskas

## **Roll Call:**

Present: Valauskas (President), Fuller (VP), Collins (Secretary), Janoskey, Shaver, Wilk

Excused: Kole (Treasurer), Etter, Noll, Worcester

Staff: Malevitis, Abele

## **Agenda Revisions:**

Motion made by Fuller to approve the agenda as written. Motion seconded by Collins. Motion passed.

## **Guests:**

Dr. Terri Hebert, new Library Director

## **Public Comments:**

Dr. Terri Hebert gave a brief introduction of herself.

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

No report.

## **Committee Reports:**

### ***Personnel and Policy Committee:***

- The Library's new Director, Dr. Terri Hebert, will begin work on December 15th.
- The review of the By-Laws, Employee Handbook, and the Emergency Plan has been postponed until after Hebert begins her position.

- The proposed Slate of Board Officers for 2025 - 2026 is as follows:  
President: Rick Fuller  
Vice President: Jim Kole  
Secretary: Sue Collins  
Treasurers: Connie Etter and George Shaver

***Facilities Committee:***

- B.E.R. Refrigeration, Heating and Cooling will be replacing the malfunctioning HVAC system on the library roof. They will be installing Trane furnace units on Monday, December 1. IBID Industries will be doing the electrical work.
- An incident report was submitted by Malevitis for a member of the Knit and Yarn group who fell in the handicapped area of the parking lot. It was dark when they went to their car and because the area is not well lit, tripped on the curb. The library handyman will paint the curb yellow so it is more visible and Malevitis will check with IBID about installing better lighting in that area.
- The library handyman installed six new carbon monoxide detectors inside the building.

***Finance Committee:***

- The annual audit report has been completed and will be presented by Kole, Etter and Shaver at the December meeting.
- The budget surplus funds were invested in two Certificates of Deposit (CDs) through United Federal Credit Union. These CDs were selected because their interest rates offered a better return compared to the interest rates on a Treasury bill (T-bill).
- The budget surplus funds will also be used to cover the expense of the new HVAC system.

**Director's Report:**

None

**Approval of Board Meeting Minutes:**

- Motion made by Wilk to approve the October 28, 2025 Regular Board Meeting Minutes as written. Motion seconded by Janoskey. Motion passed.
- Motion made by Wilk to approve the November 20, 2025 Special Board Meeting Minutes contingent upon an edit to the "Discussion Item" description, specifically clarifying that there

was a unanimous vote to offer Dr. Terri Hebert the Library Director position. Motion seconded by Shaver. Motion passed.

**Discussion Items:**

- A change in financial authorization will occur at the December meeting, as part of the onboarding process of new Executive Board Officers and the new Library Director. This includes updating signature cards with financial institutions and adjusting online banking authorization levels.

**Action Items:**

- Motion made by Janoskey to approve payment of October 2025 bills totaling \$47,482.98. Motion seconded by Collins. Motion passed.
- Motion made by Wilk to approve the candidates for the 2025-2026 Executive Board Officer positions. Motion seconded by Shaver. Motion passed.

**Communications/Correspondence/Comments:**

None

**Meeting Adjourned:**

Motion made by Collins to adjourn the meeting at 9:38 A.M. Motion seconded by Janoskey. Motion passed.


**Next Meeting:**

December 16, 2025 - 9:00 A.M. at the library.

**Respectfully submitted by:**

Amy Abele

**Approved by the Secretary:**



Date:

December 16, 2025

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