

Bridgman Public Library Regular Board Meeting Minutes December 16, 2025 - 9:00 A.M.

Meeting Called to Order:

9:00 A.M. by Fuller

Roll Call:

Present: Fuller (President), Collins (Secretary), Shaver (Co-Treasurer), Janoskey, Noll, Valauskas, Wilk, Worcester

Absent: Kole (VP), Etter (Co-Treasurer)

Staff: Hebert, Abele

Approval of Agenda:

Added “*Action Item: Proceed with the Creation of Ad Hoc Committees*” and “*Action Item: Approve Standing Committees and Committee Assignments*” to the agenda. Motion made by Wilk to accept the agenda with stated revisions. Motion seconded by Janoskey. Motion passed.

Guests:

Julie Bernstein, President, Friends of the Library

Public Comments (maximum 3 minutes per person):

Two members of the public were present. No comments.

Friends of the Library Representative:

Bernstein gave a brief update. The Friends gained two more members, which puts their total at 104. The group recently purchased a new Keurig coffee maker for patron and staff use, and they provided candy canes for the holiday movie that was shown during the Bridgman Holiday Village event.

Committee Reports:

Personnel and Policy Committee:

- Onboarding the Library’s new Director, Dr. Terri Hebert has been the top priority.
- The Committee wanted to thank Valauskas for all of his work during the Director hiring process.

Facilities Committee:

- B.E.R. Refrigeration, Heating and Cooling replaced the malfunctioning HVAC system on December 1st. Invoice has been received and is ready to be paid.

Finance Committee:

- Nothing new to report.

Director's Comments:

- Hebert proposed a template for her monthly Board Meeting Director's Reports. It was unanimously approved.
- During discussion, it was mentioned that the library website should be updated to include the 2026 Board Meeting Dates and Building Closures.
- Hebert will primarily represent the library at monthly City of Bridgman, Lake Township and Chikaming Township meetings. However, select Board Members will attend with Hebert during her first round of meetings.

Approval of Board Meeting Minutes:

- Motion made by Collins to approve the November 25, 2025 Regular Board Meeting Minutes as written. Motion seconded by Wilk. Motion passed.
- Motion made by Wilk to approve the December 11, 2025 Special Board Meeting Minutes as written. Motion seconded by Janoskey. Motion passed.

Discussion Items:

- **Board Meeting Agendas:** One week prior to scheduled meetings, Fuller will email Board Members for agenda items, while Worcester will be contacted via text. Hebert will consult with staff for additional input, after which Hebert and Fuller will finalize the agenda.
- **Committee Functions and Assignments:** Fuller requested that Board Members indicate their preferences for which committee they would like to serve on so it can be voted on at January's meeting. Committees are to research, plan and report on specific projects/tasks. Existing Standing Committees include Executive, Personnel and Policy, Finance, and Facility. Additionally, Fuller proposed forming several temporary Ad Hoc Committees - including committees for the Garden, Director Welcome Reception, Administrative, and Communications.

- **Board Meeting Attendance:** Fuller emphasized the importance of regular meeting attendance and questioned the continued use of the term "excused" in meeting minutes. It was noted that an excused absence implies prior notification and authorization from the Board President. However, since absences are not always discussed in advance, he suggested removing the word "excused."
- **Board Communications:** Board communications must become more inclusive to accommodate Worcester's visual impairment. Worcester also suggested the library host more programs for the visually impaired. Hebert and Worcester will collaborate to identify and propose suitable programs for future implementation.
- **Director Welcome Reception:** An Ad Hoc Committee will be created to plan a welcome reception for Hebert. Members will be assigned to this committee, and the other committees, at the January meeting.
- **Other Items:** None

Action Items:

- Motion made by Valauskas to approve payment of November 2025 bills totaling \$20,268.81. Motion seconded by Collins. Motion passed.
- Motion made by Worcester to approve the creation of Ad Hoc Board Committees for various purposes. Motion seconded by Valauskas. Motion passed.
- Motion made by Worcester to approve the continued use of the existing Standing Committees and current Standing Committee assignments. Motion seconded by Wilk. Motion passed.

Second Public Comment (maximum 3 minutes per person):

No comments.

Communication and Correspondence:

- Fuller mentioned that a customer came into his store (The Sandpiper, Fiber, Fashion and Gifts) to purchase yarn and mentioned that she was heading down the street to volunteer with the Friends group at the Bridgman Public Library. Fuller thought this was especially noteworthy since she lives in Niles!
- Collins provided a thank you note and gift to Malevitis for serving as Interim Director during the search for a new permanent Library Director.

Meeting Adjourned:

Motion made by Valauskas to adjourn the meeting at 10:09 A.M. Motion seconded by Noll. Motion passed.

Next Meeting:

January 27, 2026 - 9:00 A.M. at the library.

Respectfully submitted by:

Amy Abele

Approved by the Secretary: 

Date:

February 24, 2026
