

Bridgman Public Library Regular Board Meeting Minutes March 24, 2026 - 9:00 A.M.

Meeting Called to Order:

9:00 A.M. by Fuller

Roll Call:

Present: Fuller (President), Kole (VP), Shaver (Treasurer), Janoskey, Noll, Valauskas, Wilk, Worcester

Absent: Collins, Etter

Staff: Hebert, Abele, Mantei

Approval of Agenda:

Valauskas motioned to approve the agenda as written. Motion seconded by Wilk. Motion passed.

Guests:

Julie Bernstein, Friends of the Library, President

Public Comments (maximum 3 minutes per person):

One member of the public was present. No comments.

Friends of the Library Representative:

Bernstein reported that the Friends chose Rick Fuller as the Volunteer of the Year for 2026. The Volunteer of the Year Luncheon will happen on April 23rd. The Friends have also donated \$5,164 dollars to the library for the purchase of new shelving units in the children's section.

Committee Reports:

Personnel and Policy Committee:

- Nothing new to report in Etter's' absence.

Facilities Committee:

- Following a meeting with the architects last week, the Committee determined that more information is required in order to move forward. The Committee will evaluate which projects will provide long-term, high-value opportunities for library improvement, will visit other local libraries who have had recent renovations, and will analyze potential financing/fundraising possibilities.
- There is a leaky door in the lobby that needs to be repaired.

- A comprehensive list of facility issues created by previous Board President, L. Bogue is being reviewed and updated.

Finance Committee:

- The Committee reviewed the current budget and the Library remains on track financially. While December's furnace replacement caused an unexpected increase in expenses, savings in other areas have offset those costs.
- The library expects a budget shortfall of \$8,600 for the upcoming fiscal year. While a lower tax valuation for the Cook Plant will cut the Library's revenue from Lake Township by \$14,000, this loss is partially offset by a combined \$5,000 increase in tax receipts from the City of Bridgman and Chikaming Township.
- Due to a projected 16% rise in health insurance premiums, the Committee is currently evaluating an alternative plan that would limit the cost increase to 6%.

Director's Report:

- Hebert highlighted several items from her written report:
 - Bids have been solicited for new cleaning, plowing and landscaping services.
 - Staff asked that the Facilities Committee review the request for new signage for the interior of the library. Most of the current signage is not ADA compliant and is not made for longevity.
 - Hebert has been working on job descriptions, pay adjustments, and a new organizational chart which will be reviewed in the next Personnel and Policy Committee meeting.
- Hebert mentioned several upcoming events, including:
 - An author visit with Zoe Persico. Zoe is a Michigan Notable Author and will visit us in July to talk about her children's book, "How to Talk to a Succulent."
 - A screening of the PBS documentary "*The Librarians*" is happening on April 23. The event includes a facilitated post-film discussion with four guest panelists to engage the community on themes of intellectual freedom and library advocacy.
 - Sharron Ott of Blue Dart Art Group will coordinate a rotating art display at the library with pieces from various local artists in March/April and July/August.
 - The library will host the "Lest We Forget" exhibit during the month of April.

Approval of Board Meeting Minutes:

- Motion made by Wilk to approve the February 24, 2026 Regular Board Meeting Minutes as written. Motion seconded by Janoskey. Motion passed.

Discussion Items:

- **Architects' Presentation:** See note under Facilities Committee.
- **Director Welcome Reception:** The reception is scheduled for Saturday, March 28th from 11am - 2pm. Donuts and refreshments will be provided.

- **BPL 60th Anniversary:** Plans are moving forward. Ben's Pretzels and the Cruisin' Cow food trucks have been reserved for the August 1 carnival date. A bounce house (also from the Cruisin' Cow) and Toth Street Park have also been booked.
- **Bank/CU Accounts Signatories:** Paperwork to United Federal Credit Union still needs to be submitted. The four accounts at Horizon may be consolidated or moved to a different bank. More discussion is needed. Wilk requested a Balance Sheet be provided to Board Members at the monthly Board Meetings. Seven people (five on the Board and two on Staff) may gain signatory access to all bank accounts per the Library bylaws.
- **Board/Director/Staff Communications:** The Board President reminded Board Members that any communication with or direction given to Staff Members needs to go through the Library Director first.
- **Board Officer Adjustments:** Etter agreed to resign from her position as Co-treasurer due to her absence 6 months of the year. She will submit a letter of resignation to make this official and will then join the P & P Committee as the chairperson.
- **Committee Assignments:** Fuller would like to reconfirm Committee Members assigned to Standing Committees at last month's meeting:
 - Finance Committee: Shaver (Chair), Kole, Worcester, Fuller
 - Personnel & Policy Committee: Etter (Chair), Janoskey, Kole, Fuller
 - Facilities Committee: Valauskas (Chair), Noll, Wilk, Fuller
 - Ombudsperson: Collins
- **Committee Meetings:** Board Meetings may be a good opportunity for Committee Members to set the date for Committee Meetings. Committee meetings are to take place before the Board Meetings per Library bylaws.
- **BPL Bills:** Reviewed February bills.

Action Items:

- **BPL 60th Anniversary:** Motion made by Janoskey to support the continued planning of activities associated with the Library's 60th Anniversary. Motion seconded by Worcester. Motion passed.
- **Bank/CU/Accounts Signatories:** All agreed to table this pending the Finance Committee's investigation into signatory necessity vs. compliance with the bylaws.
- **Board Officer Adjustments:** Motion made by Fuller to move Etter to the Personnel and Policy Committee after the receipt of her resignation letter as the Co-treasurer. Motion seconded by Worcester. Motion passed.

- **Committee Assignments:** Motion made by Kole to reconfirm committee assignments as made in last month's meeting. Motion seconded by Shaver. Motion passed.
- **Pay Bills for February 2026 totaling \$24,578.79:** Motion made by Kole to pay February 2026 bills totaling \$24,578.79. Motion seconded by Valauskas. Motion passed.

Second Public Comment (maximum 3 minutes per person):

No comments.

Communication and Correspondence:

- Valauskas received a thank you note and gift card from the Board for serving as the Board President. In turn, Valauskas wanted to express his thanks for the Board's support of him during his term as Board President by donating the same gift card amount to the Friends of BPL.
- Staff member Kay sent a thank you card to the Board in appreciation for the monetary gift she received upon the passing of her husband. She used the funds to adopt two cats from Berrien County Animal Control and sent a picture of them with the card.

Meeting Adjourned:

Motion made by Valauskas to adjourn the meeting at 10:19 A.M. Motion seconded by Wilk. Motion passed.

Next Meeting:

April 28, 2026 - 9:00 A.M. at the library.

Respectfully submitted by:

Amy Abele

Approved by the Secretary:

Date:

April 28, 2026
