

# Bridgman Public Library Regular Board Meeting Minutes April 28, 2026 - 9:00 A.M.

## **Meeting Called to Order:**

9:02 A.M. by Fuller

## **Roll Call:**

**Present:** Fuller (President), Kole (VP), Shaver (Treasurer), Collins (Secretary), Etter (via Zoom), Janoskey, Noll, Valauskas, Wilk, Worcester

**Absent:** None

**Staff:** Abele, Mantei

## **Approval of Agenda:**

Collins motioned to add Director's Welcome Reception to Discussion Items. Motion seconded by Shaver. Motion passed.

## **Guests:**

Faith Schoon, Friends of the Library - Corresponding Secretary

## **Public Comments (maximum 3 minutes per person):**

None

## **Friends of the Library Representative:**

Schoon reported that the annual Volunteer Luncheon was held last Thursday and was a success. Rick Fuller was awarded the Volunteer of the Year. The Friends brought in flowers, treats, and lunch for the Library Staff in celebration of National Library Week. The month of June will be the yearly Membership Drive. The group is researching, with the help of Library Staff, on how to accept online payments for membership fees. They also purchased and will maintain three new flower planters at the front of the Library.

## **Committee Reports:**

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

- Etter reported that Hebert presented updated job descriptions and a new organizational chart to the Committee. Hebert is also actively seeking summer interns/student help to assist with shelving books and to do light cleaning.

**Facilities Committee:**

- The Committee is in the beginning stages of investigating a remodeling project for the interior of the Library. They are scheduling a time to take tours of other local libraries who have recently had renovations - specifically to their staffing areas.

**Finance Committee:**

- The Committee has focused heavily on budgeting, with the final amended FY25-26 budget scheduled for approval at the May Board Meeting and the final FY26-27 budget set for June. To cover shortfalls in the current FY25-26 budget, they withdrew \$50,000 from a Certificate of Deposit (CD) and \$10,000 from the Berrien County Community Fund.

**Director's Report:**

- Board Members reviewed Hebert's written report in her absence.

**Approval of Board Meeting Minutes:**

- Motion made by Collins to approve the March 24, 2026 Regular Board Meeting Minutes as amended. Motion seconded by Worcester. Motion passed.

**Discussion Items:**

- **Library Remodeling Status:** See notes under Facilities Committee.
- **Staff Anniversary Recognition:** Collins recognized multiple staff members by treating them to a Bit of Swiss dessert and giving them flowers.
- **Current Employee Status:** See notes under Personnel and Policy Committee.
- **Bank Account/Financial Signature Authority:** 6 people have been given authority to execute financial transactions - President (Fuller), VP (Kole), Secretary (Collins) and Treasurer (Shaver), Library Director (Hebert) and Business Manager (Mantei).
- **HVAC Expenses:** HVAC expenses have been paid. \$50,000 will be transferred from a Certificate of Deposit (CD) to reimburse the budget.
- **Legal Fees:** The library's accounting, legal, and audit expenses exceeded the budget due to \$6,000 in unexpected legal fees incurred last year. To absorb these overages, a portion of the \$50,000 Certificate of Deposit (CD) will be allocated to cover the expenses.
- **Director's Welcome Reception:** Due to time constraints, this item was not discussed.

### **Action Items:**

- **Bank Account/Financial Signature Authority:** Motion made by Noll to authorize six individuals to conduct financial transactions: Board President (Fuller), Vice President (Kole), Secretary (Collins), Treasurer (Shaver), Library Director (Hebert), and Business Manager (Mantei). Motion seconded by Kole. Motion passed.
- **HVAC Expenses:** Motion made by Shaver to cash out \$50,000 from a CD to cover the expenses paid to repair the HVAC system. Motion seconded by Worcester. Motion passed.
- **Legal Fees:** All agreed no action item was needed. See note above under Legal Fees in Discussion Items.
- **Bills for March 2026 - \$34,030.81:** Motion made by Janoskey to pay March 2026 bills totaling \$34,030.84. Motion seconded by Valauskas. Motion passed
- **Enter into a Closed Session:** Motion made by Wilk at 9:55am to enter into a closed session. Motion seconded by Shaver. Motion passed.
- **Reopened Public Session at 10:41am**
- **Additional Item: Fuller's Resignation as Library Board President:** Motion made by Shaver to accept Fuller's immediate resignation as Board President and Board Member, as stated in a letter of resignation received from Fuller in the Closed Session. Motion seconded by Worcester. Motion passed.

### **Second Public Comment (maximum 3 minutes per person):**

No comments.

### **Communication and Correspondence:**

None.

### **Meeting Adjourned:**

Motion made by Janoskey to adjourn the meeting at 10:45 A.M. Motion seconded by Valauskas. Motion passed.

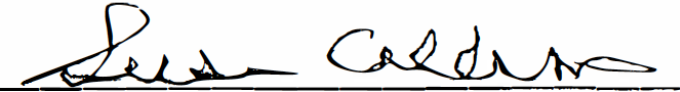
### **Next Meeting:**

May 26, 2026 - 9:00 A.M. at the library.

### **Respectfully submitted by:**

Amy Abele

**Approved by the Secretary:**



Lisa Calderon

Date:  
May 26, 2026

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