

Bridgman Public Library  
Board Minutes  
January 26, 2021, 9:00 a.m. Via Zoom

**Meeting Called to Order:** 9:00 a.m. by Valauskas

**Present:** Board Members: Hill, Crocker, Bogue, Wilk, Noll, Janoskey, Kole, Valauskas

**Staff:** Kreps, Hazelgrove

**Agenda Revisions:** Bogue requested *parking lot lighting project* added to Action Items.

**Guests:** None

**Friends of the Library Representative:** Friends President Bernstein reported that members serving in the following offices have agreed to additional two-year terms: Vice President, Treasurer, and Correspondence Secretary. The Friends volunteer of the year has been selected, and the Friends membership drive was very successful.

**Committee Reports:**

- **Facilities:** The Committee met January 25

Bogue reported on a proposal submitted by Director Kreps to augment lighting for the (East) staff parking lot. An estimate to install exterior lights on the East side of the Library has been received. Kreps also requested options be explored for repairing or replacing a light currently attached to a telephone pole near the staff parking lot. The Committee recommended approval of up to \$2,000 for construction and/or repairs for this project.

Kreps had also provided the Committee with an updated version of BPL's *Facilities Maintenance and Replacement Plan* for review. In addition to providing a framework for long-range planning in regard to Library facilities and grounds, it now reflects recently completed renovation work and includes vendor/contractor information. This Plan, and the Technology Plan (expired in 2018), will be reviewed and updated by Kreps, and presented to the Committee periodically.

- **Finance Committee:** The Committee met January 25

Kole reported that the Committee is reviewing the Library's various insurance policies, including liability and Workers' Compensation. Signature cards from BPL's banking institutions are also being updated.

- **Personnel and Policy Committee:**

Janoskey reported no activity for the month of January. Their next meeting will be prior to the board meeting in February. Considerations for a Bridgman community-wide collaborative reading event were discussed.

**Directors Report:** Director Kreps stated that the Library has been operating at Curbside Service level since November 18 and referred to statistics noted in the Report.

An increasing number of Library programs, meetings, and activities are transitioning to a virtual environment. For example, the BPL 2<sup>nd</sup> Wednesday Book Group met via Zoom for the first time in January, as did the Library's Knitting Group. Take and Make projects are being offered for all ages, and virtual programs continue to be well-attended.

Kreps described the current overall COVID environment, outlined current MDHHS requirements, and described the discernment and planning involved in BPL's (and others) response to the pandemic. Pandemic response(s) and plans of other area libraries were discussed; Kreps directed Board members, and the public, to BPL's COVID-19 Response Plan and Re-Opening Plan and Policy, which are posted on the Library's website.

Kreps identified February 8 as a likely date for the Library to resume limited in-building service by appointment, contingent on the continued downward trend in key COVID-19 indicators.

**Approval of December 15, 2020 minutes:** A motion was made by Bogue to approve the minutes with one correction to the stated hours of operation. The motion was seconded by Janoskey. Motion carried.

**Treasurer Report:** Covered during the Finance Committee Report.

**Discussion Items:**

- BPL-associated Gmail accounts are being created for Board Members. Invitations have been sent. Kreps requested Board Members confirm receipt of invitation and successful setup of the email accounts. Invitations will be resent if necessary. Invitations are identified by the following email tag "Google Workspace Team."

**Action Items:**

- A motion to approve payment of December bills in the amount of \$38,876.27 was made by Kole. Motion was seconded by Hill. Motion carried.
- A motion was made by Bogue to approve the Library Closings Calendar and Board Meeting Schedule. Motion was seconded by Wilk. Motion passed.
- A motion was made by Bogue to approve spending up to \$2,000 for staff parking lot lighting project. Motion seconded by Wilk. Motion passed.

**Communications and Correspondence:**

- BPL is collaborating with Chikaming Open Lands to develop and install a nature story walk at the Jens Jensen Preserve.
- The food pantry at Our Lady Queen of Peace church sent a letter of thanks to Bridgman Public Library for supporting the food pantry through the Food for Fines program.

**Meeting adjourned:** 10:07 a.m.

**Next meeting:** via Zoom, Tuesday, February 23, 2021 at 9:00 a.m.

**Submitted by**  
Dennis Kreps

Approved by the Secretary: \_\_\_\_\_ Date: \_\_\_\_\_