

Bridgman Public Library
Board Minutes
February 23, 2021, 9:00am Via Zoom

Meeting Called to Order: 9:00am by Valauskas

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

Staff: Kreps, Hazelgrove

Roll Call and Welcome: Valauskas read aloud the structure and guidelines for public comment during virtual meetings prior to Public Comment Period.

Agenda Revisions: The Agenda was accepted as presented.

Public Comments: No

Guests: No

Friends of the Library Representative: Kreps spoke on behalf of the Friends and reported on their desire to continue funding programs and activities for the library. Kreps thanked the Friends for past support of the summer programs and looks forward to working on future programs this year. At this time the library is not accepting book donations. The annual garage sale is paused for 2021.

Committee Reports:

- **Facilities:** The Library's Maintenance and Replacement Plan is being updated to reflect recently completed work and includes vendor/contractor information. The plan will be used for long-term planning, and annual budgeting.

The previously approved staff parking lot lighting project is proceeding. It is being scheduled with contractor Mead and White. Kreps is also researching the spotlight on the nearby telephone pole for possible repair or replacement.

- **Finance Committee:** Chair Kole reported that the Finance Committee will regularly meet on the Monday prior to board meetings to review monthly bills and discuss current topics. Kreps noted the BPL's Berrien Community Foundation fund accounts. Each of the two accounts has spendable funds available, spending of which could be considered to support specific identified projects.
- **Personnel and Policy Chair:** Janoskey reported the committee will meet prior to the next board meeting. Topics for discussion include review of identified policies, the Bylaws, and the Employee Manual. Director Kreps discussed staffing priorities, including the need to hire additional staff.

Directors Report: Kreps made a correction on the attached statistical report to switch reported numbers for adult programs and attendees with those for children and teens. Community participation in Library programs and activities is strong; most notable is the success of virtual programming. BPL is receiving substantial positive feedback from the community for these programs. Kreps also reported on his continued efforts to identify organizations with whom the Library can collaborate and partner. Of particular note is the collaboration with the Berrien RESA early literacy team, and that with Chikaming Open Lands to install a trail-based Story Walk at the Jens Jensen Preserve.

Limited in-building service to the public has resumed. Thirty-minute walk-up and scheduled appointments can be made, provided in-building capacity has not been reached. Curbside pickup remains popular as well. Walk-up and scheduled appointments at the library can be made immediately if room capacity has not been reached. Kreps also announced the retirement of the library Administrative Assistant, effective April 9.

Approval of Minutes: January 26, 2021 Regular Meeting

A friendly amendment noting J. Bernstein was present as a guest was requested, and agreed to. A motion to approve the January 26th minutes as amended was made by Crocker and seconded by Wilk. Motion carried.

Treasurer Report: Treasurer Kole noted that information from the Facilities Maintenance and Replacement Plan will be used to inform budgeting decisions. Kole also reported that the portfolio of liability insurance coverage(s) are being reviewed.

Financial Reports: Approved. No comments.

Discussion Items:

The Library's current level of public service and response to the COVID-19 pandemic were discussed. Board members and library staff have received feedback from the community about the Library's pandemic response. Public feedback ranges from appreciation for friendly service and quality programs and activities, to requests for expansion of in-building services. Director Kreps encouraged Board members to direct community feedback to him and the Library staff for response. Limited in-building service by walk-up or scheduled 30-minute appointment, and Curbside Service, are currently available to the public. Indoor capacity (30) limits remain in place. Concerns about the health and well-being of the Library staff during the pandemic were also expressed. Hours of operation and execution of the Library's Phased Re-Opening Plan will continue to be evaluated.

Action Items:

- A motion to approve payment of the January bills totaling \$23,642.50 was made by Crocker. The motion was seconded by Janoskey. Motion carried.
- Kreps requested the library be closed on Monday, July 5, after the July 4 holiday instead of Saturday. A motion to change the date was made by Janoskey and seconded by Hill. The motion carried.

Communications and Correspondence: No

Meeting adjourned: 10:11am

Next meeting: Tuesday, March 23, 2021 at 9:00am via Zoom

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____