

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

Meeting Called to Order: 9:09am by E. Valauskas

Present: Board Members: L. Bogue; S. Collins; D. Crocker; R. Hill; S. Janosky; J. Kole; A. Noll; E. Valauskas; J. Wilk

Staff: Kreps

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: J. Bernstein

Friends of the Library Representative:

Bernstein reported that the Friends and Director Kreps are discussing considerations for a possible date(s) for a summer booksale. Resumption of acceptance of book donations will coincide with having a booksale. In the meantime, some purchases are being made in the Bookshoppe.

Committee Reports:

- **Facilities:**

Bogue reported that the installation of lighting for the staff parking lot is now complete.

The Committee has reviewed Kreps' prior proposal to replace the Library's phone system. The Committee recommended approval of Kreps' proposal to purchase an NEC system (devices and voicemail system) from Classic Office Systems, which is based in Grand Rapids. The total cost is \$7,026.11; a down-payment of \$3,513.06 is required to secure an installation date.

Kole suggested consideration of available alternative revenue sources (e.g. Berrien Community Foundation funds) for specifically identified projects such as the phone system. Kreps noted that while the Library has such funds available, sufficient funds are available from General Funds account(s) for this project. It was suggested that this expense may be Federal E-RATE funding eligible. Kreps stated this was unlikely, but will confirm its eligibility status.

E. Valauskas made a motion that the purchase of said system, including a down-payment of \$3,513.06, be approved. Motion seconded by Kole; motion carried.

- **Finance Committee:**

Chair Kole reported that the Finance Committee met Monday (March 22) to review monthly bills. The review of bills did not require further Committee discussion.

Banking fees were noted and discussed during the Committee report. Kreps described the current agreement with Horizon bank, which has typically resulted in waiver of most such fees. Kreps noted that he had contacted Horizon Bank to request waiving these fines when they occur.

Kole will continue communication with a colleague regarding risk-assessment for Bridgman Public Library.

- **Personnel and Policy Committee:**

Chair Janoskey and Kreps summarized the content of Committee's two March meetings:

March 8: Kreps recommended the following operational changes: public service hours begin daily at 10am, and limited in-building services be available without an appointment. Visit limitation is expanded to 60 minutes, and curbside service will continue as requested. This change will go into effect officially on Monday April 6.

March 16: Kreps is reviewing select library policies and the Bylaws. Focus of the Committee discussion related to roles of Board Officers as approved banking signatories. The Bylaws indicate that all Officers may serve as banking signatories. In order to efficiently facilitate the approval and processing of checks (as per financial policy), Kreps has requested that signature cards be updated to reflect approval of all current officers.

Kreps also discussed recent staffing changes. Carol Hazelgrove is retiring, and Sara Meyer-Zasada has left her position as Circulation Desk Clerk/Patron Services Assistant. Kreps also (during the Committee report) stated that the hiring process to fill vacant Circulation Desk Clerk/Patron Services Assistant positions is proceeding.

Logistical considerations for in-person Board Meeting were also discussed.

Directors Report:

BPL continues to offer limited in-building and curbside service. Visit time is expanded to 60 minutes, and can be scheduled in advance, or by walk-up. A doorbell has been installed at the front door. Ring us up to enter the Library! Our indoor capacity limit remains at 30 persons. Curbside service is also still available on request.

A new MHDDS Epidemic Order was issued March 5 which expanded limits for both indoor and outdoor group gatherings. The most significant restrictions remain in effect for libraries:

- Wearing of masks
- Social distancing protocols

Virtual programs and Take & Make activities continue to be popular and well-received by the community. Kreps noted his recent attendance of a Library of Michigan webinar *entitled Risk and Crisis Management for Libraries*.

Decrease in Circulation of library materials from last month was discussed. Kreps expects Circulation will begin to increase as the weather improves and patrons get re-acclimated to being in the building again. Kreps also highlighted installation of physical story walk at Jens Jensen Preserve.

Approval of Minutes: February 23, 2021 Regular Meeting

A motion to approve the February minutes was made by Valauskas, and seconded by Crocker; Motion carried.

Treasurer Report: Treasurer Kole noted that finances are in good form, and that Kreps and the Committee will soon be discussing the FY 2021-2022 budget.

Financial Report(s): February Bills 29,580.63 Motion to approve February bills made by Valauskas, seconded by Kole. Motion carried.

Discussion Items:

Consideration of Library parking lot for Farmer's Market (Sundays).

Kreps reflected on community comments on the successful Farmers' Market, and how its expansion has created some concern about increased traffic and subsequent pedestrian safety. A suggestion has been made by a community member that use of the Library parking lot might alleviate some of these concerns. The Board expressed interest in investigating this possibility.

Kreps will follow up by contacting City Manager Juan Ganum and Farmers' Market Manager to discuss use of the (South) Library parking lot, as well as the possibility of a Library-sponsored booth at the Farmers' Market.

Action Items:

A motion to approve payment of the January bills totaling \$29,580.63 was made by E. Valauskas. The motion was seconded by Kole. Motion carried.

Communications and Correspondence: Current Status of Community Garden was discussed. Diane Fitzgerald is now the volunteer Garden Coordinator, and Kreps is coordinating on behalf of the Library.

Options for recognition of Carol Hazelgrove's service/retirement were discussed. A donation/collection will be taken among Board Members; S. Collins with coordinate this effort with D. Kreps

Meeting adjourned: 9:53am

Next meeting: Tuesday, April 27, 2021 at 9:00am via Zoom

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____