

Bridgman Public Library
Board Minutes
April 27, 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. Janoskey; J. Kole; A. Noll; E. Valauskas; J. Wilk

Staff: Kreps

Agenda Revisions: Kreps requested 'Garage Sale' be added to the Agenda under Discussion Items. The Agenda was amended as requested.

Public Comments: None

Guests: J. Bernstein

Friends of the Library Representative:

Bernstein reported that the Friends Board met in person April 13 at the Library. Director Kreps and the Friends are discussing possibilities for a one-day, outdoor summer booksale-most likely in July. Bernstein contacted Bridgman City Hall to inquire as to the status of the *Bridgman Days* celebration. If the event takes place, the Friends will likely select that Saturday as a Book Sale date. Weather will certainly be a factor as well. Resumption of acceptance of book donations will coincide with the booksale date.

Committee Reports:

- **Facilities and Planning:**

Bogue reported on the Committee's meeting (Monday) --

"...Kreps updated committee on installation and timeline of implementation of the new telephone and voicemail system. An installation date is expected in by early May; offsite setup is currently underway, and everything is on track for completion in May.

A new storage shed will soon be selected and installed in the Community Garden, contingent on approval of necessary City permits. Shed purchase, permits, and installation will be largely (or perhaps exclusively) be funded through the recently received *Heart of Cook* grant. Not only will this shed greatly expand storage space for Garden equipment and supplies, it will also provide a significantly safer and more secure storage area. Kreps and the Committee acknowledged the hard work of Carol Hazelgrove and Diane Fitzgerald in creating and submitting the grant. Kreps added that the project will move forward once the grant funds have been received.

Committee discussed anticipated expenses for FY 2021-2022 as reflected the updated Facilities and Maintenance Plan. Kreps also provided the Committee with a summary of anticipated technology-related expenses. Bogue noted that the Committee will meet May 14. Subsequent recommendations will be shared with the Finance Committee prior to the May Board Meeting..."

- **Finance Committee:**

Kole thanked Kreps, Carol Hazelgrove, and Dianne Fitzgerald for coordinating the Garden work day event (April 17).

Kole reported that the Committee will meet for in-depth discussion on the 2021-2022 budget on May 17.

Bogue requested 2020-2021 budget be reviewed for any necessary budget line amendments prior to the end of FY 2021-2022. Kreps and Kole agreed that line items will be reviewed as noted.

Kreps clarified the format(s) of financial reports which reflect actual and YTD expenses. The standard Profit & Loss Budget Performance report shows the percentage reflected in reports reflects Percentage expensed as of year-to-date, not the entire budget year.

- **Personnel and Policy Committee:**

Chair Janoskey highlighted the Library's recently hired staff members. Kreps identified new staff members as follows: Taylor Clayburn, Elizabeth Driscoll, and Vanessa Harazin have officially joined the BPL team!

Signature Card update

Kreps has signature cards from Horizon Bank...the signature cards are available in the library and are ready to be signed by Kreps and current Board officers. Once signed, the documents will be submitted to Horizon Bank.

Directors Report:

Kreps described the recent hiring process. He is very pleased with the applicant pool. Each new staff member has skill sets and experience which are already proving beneficial to the Library and patrons, including prior library experience and local community connections.

Purchase and installation of the new storage shed will be largely funded by a *Heart of Cook* grant. The total grant funding is \$4,000.

Kreps described the most recent MDHHS order, which changes the masking mandate to include children ages two (2) and up. The staff has been happy to welcome families back to the physical building.

Monthly Library usage statistics still reflect appointments and curbside pickups. As in-building services have expanded, requests for curbside pickups have decreased significantly. This will be clearly indicated in next month's reporting.

Kreps noted increases in use of digital content. E-audiobooks remain the most popular format, accessed through our streaming and e-content services (Hoopla and Overdrive). The Library will be adding titles and expanding access to its digital content for patrons.

Kreps highlighted the wide array of upcoming outdoor and virtual programs and Take & Make projects for all ages.

Approval of Minutes: March 23, 2021 Regular Meeting

Valauskas noted the misspelling of his name; this will be corrected. A motion to approve the March minutes was made by Bogue and seconded by Collins; Motion carried.

Treasurer Report: Treasurer Kole noted that finances are in good form. Kole noted the upcoming Committee meeting, at which time the 202-22 draft budget will be discussed.

Financial Report(s): Pertinent financial reporting was reflected during the Finance Committee report.

Discussion Items: Community Garden

Kreps noted the recent successful Garden workday event. Kreps thanked volunteers, particularly Diane Fitzgerald, for leadership in coordinating activities. Valauskas encouraged the Library to solicit speakers and presenters (e.g. Fernwood Botanical Gardens) on horticulture and garden-related topics.

Action Items:

A question was also asked about the Library's canine inspection service. Kreps described the service through which dogs are used to assess and evaluate for bedbugs in the Library.

A motion to approve payment of the April bills totaling \$33,049.16 was made by D. Crocker; Seconded by J. Wilke. Motion carried.

Communications and Correspondence:

Kreps noted recent inquiries as to the status of the city-wide Garage Sale event. Due to COVID limitations, the event was cancelled last year. Kreps is coordinating trash collection dates with the City of Bridgman to select a date, most likely in September. Kreps will also coordinate date selection and logistics with the Friend. It was also noted that in 2019, the Library rented space in its parking lot to the community for tables for the sale.

Meeting adjourned: 9:55am

Next meeting: Tuesday, May 25, 2021 at 9:00am via Zoom

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____