

**Bridgman Public Library
Board Minutes
May 25, 2021 - 9:00 a.m. (in-person & via Zoom)**

Meeting Called to Order: 9:01am by Valauskas

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

Staff: Kreps, Abele

Roll Call and Welcome:

Agenda Revisions: The Agenda was accepted as presented.

Public Comments: None

Guests: J. Bernstein--President, Friends of the Bridgman Public Library (FoBPL)

Friends of the Library Representative: FoBPL president Bernstein reported on the upcoming BPL Staff appreciation luncheon, scheduled for Thursday, June 10. Boxed lunches will be provided by Classic Catering. FoBPL will also be participating Bridgman Open Air Market (bank parking lot) with pop-up book sales, beginning (Sunday) June 6. The Library expects to resume acceptance of book donations by mid-June. FoBPL and the Library are reviewing options for managing the (formerly) annual Community Garage Sale event, including seeking collaborative partnerships in the wider community.

Committee Reports:

- **Facilities:** Bogue reported on the Committee's discussion of facilities and technology related budget planning for the FY 2021-2022 budget. The Facilities and Maintenance Master Plan provided by Kreps is being used to reference current and anticipated expenses. Several potential expenses are identified therein, and accounted for in the 2021-2022 budget: replacement of hot water heaters (2), one HVAC unit, and the master fire alarm panel. Kreps also provided the Committee (and subsequently the Board) a itemized technology-related budget request for FY 2021-2022.
- **Finance Committee:** Kole reported on the Committee's discussion regarding the FY 2021-2022 Budget. The Committee discussed options for documenting and accounting for possible capital-qualifying expenses; considered options included adopting a deficit budget, or creating a Capital fund. Kreps noted that his recent discussions with the Library's auditor will help inform this discussion (later in the meeting Agenda).
- **Personnel and Policy Chair:** Valauskas reported that he and the Committee have begun the annual Director Evaluation process. The Committee expects to provide further information by the June Board Meeting.

Directors Report:

Kreps reported that the number of library visitors in (April) was approximately 30-40% of pre-pandemic levels. He also noted that reported library activity data will show a transition from an emphasis on Curbside Pickup and Appointments to typical in-building library usage.

Kreps described the Library's "three-pronged approach" to engaging the Community:

1. Virtual Programs
2. Outdoor programs and activities
3. Take & Make projects for all ages.

The Library will be expanding its in-building operations and activities. Meeting rooms will soon be opened for individual patron use. Kreps stated that the staff are pleased to see patrons returning to the Library. The new Library Staff members are also acclimating well.

Kreps has actively engaged in discussions with the Library's Accountant, and the Auditor, to facilitate a smooth transition to the State's Uniform Chart of Accounts. He has also attended a workshop on this topic. All governmental entities (e.g. public libraries) are required to transition to the Unified Chart of Accounts; the deadline for BPL is July 2022.

R. Hill noted weeding and irrigation around the Building which requires attention. Kreps will investigate and respond.

Approval of Minutes: April 27, 2021 Regular Meeting:

The Minutes will be amended to reflect J. Bernstein as a guest. Introductory instructions for public participation in virtual meeting(s) instructions from previous Minutes will also be removed. A motion to approve the April 27th minutes as amended was made Bogue; seconded by Crocker. Motion carried.

Treasurer/Financial Report:

Kole outlined Kreps' meeting with the Finance Committee to review the proposed FY 2021-2022 Budget. The Committee also discussed final amendments to the 2020-2021 Budget.

A general discussion ensued about budgeting philosophies and strategies of how surplus funds would be handled. Kreps confirmed that, according to his projections of remaining (FY) expenses, the current state of the Library's General Fund accounts, and anticipated timing of new revenue infusion, the Library can anticipate a surplus at the close of FY 2020-2021. Kreps will provide additional documentation of such to the Finance Committee.

Kole noted that the Finance Committee would meet prior to the next Board Meeting to further Review the 2021-2022 Budget and final amendments to the 2020-2021 Budget.

Noll suggested that training or assistance for Board Members in interpreting financial reports would be of benefit to Board members. Kreps offered to provide assistance, and will investigate additional options for this training and support.

Discussion Items:

- 1. Open Air Market:** Kreps affirmed support for the Library's participation in the Bridgman Open Air Market, and the FoBP's Pop-Up Booksales there.
- 2. Library COVID – 19 Response Update:** Kreps described the challenges related to interpretation and reconciliation of MIOSHA emergency rules, MDHHS orders, and CDC guidelines. Face masks are currently still required in the building. Kreps will continue to evaluate when to expand the Library's public service hours. Kreps described recent public response to restrictions;
- 3. Fiscal Year 2021-2022 Budget:**
Kreps reviewed highlights of the proposed FY 2021-2022 Budget:

REVENUES:

Due to (slight) increases in local property values, the Library's most critical revenue streams are expected to correspondingly increase slightly. A reduction in Penal Fine revenues is also anticipated again for FY 2021-2022.

EXPENSES:

- Payroll expense incorporates an across-the-board 2% to 3% increase in staff wages
- Slight increase in Technology-related Budget primarily covers anticipated hardware-related (e.g. WIFI hotspots) expenses.
- Bank service charges: A Budget increase is requested; Kreps will continue to work with our bank representative to mitigate these expenses and resolve the issue.
- Capital outlay: \$10,000 for possible facilities-related expenses (previously identified)
\$10,000 for new shelving to provide room for collection growth

Action Items:

1. A motion to approve payment of the April bills totaling \$28,738.58 was made Kole; motion was seconded by Crocker. Motion carried.
2. Amendments to the 2020-2021 Budget. These amendments will receive final review and approval at the June meeting.

Communications and Correspondence: None

Meeting adjourned: 10:11am

Next meeting: Tuesday, June 22, 2021 at 9:00 a.m. in-person

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____