

**Bridgman Public Library
Board Minutes
June 22, 2021 - 9:00 am**

Meeting Called to Order: 9:03 a.m. by Vice President Bogue

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

Absent: Valauskas

Staff: Kreps, Abele

Public Hearing, Fiscal Year 2021-2022 Budget: No Public Comment

Agenda Revisions: None

Public Comments: None

Guests: Julie Bernstein, Friends of the Library

Friends of the Bridgman Library (BoPL): Bernstein reported that the Friends hosted a staff appreciation luncheon on June 10th. Boxed lunches from Classic Catering were provided; Kreps affirmed that it was a lovely event, which was greatly appreciated by the Library Staff. Bernstein also reported that FoBPL has staged a pop-up book sale at the Bridgman Open Air Market on July 4th and will do so again August 1. The annual book sale will take place in the parking lot of the library on July 31st. The Bridgman city-wide Garage Sale is scheduled for September 10, 11; Judith Ray will coordinate the event of behalf of the Friends.

Committee Reports:

- **Facilities:** Bogue stated that Facilities-related projects are underway. Kreps reported on recent Committee activity: Spring cleanup and preparation has been completed; the sprinkler system has been engaged for the season; the Facilities and Maintenance Master Plan continues to guide projects and budgeting. Kreps also noted that the Technology Plan is being updated, and the FY 2021-2022 technology budget document provides an outline of anticipated expenses. Kole suggested use of commercial signs which make reference to work in progress from company/vendor. A discussion ensued reflecting on Library grounds and how to encourage contracted vendor responsiveness. Kreps requested that any communicated feedback regarding the Grounds please be forwarded to him for response.
- **Finance Committee:** Kole conveyed Committee support for the Amended 2020-2021 Fiscal Year Budget, as well as the proposed 2021-2022 Fiscal Year Budget, which is a balanced operating budget. Consideration of options for managing the current fund balance, and options for increasing it, were discussed. Considerations for operational budgeting include anticipation of a \$15 minimum wage in the near future. Kreps noted his pertinent discussions with the Auditor; Kreps and the Committee will be consulting with the Auditor and the Library's Accountant in further developing strategic approaches to managing fund balance, as well as reviewing formatting for monthly financial reports for the Board.
- **Personnel and Policy Committee:** Chair Janoskey noted Director's Evaluation process, and distributed packets to Board members and need to be returned by June 28th.

Directors Report:

Kreps reported on positive community feedback regarding programs and activities. Vital library statistics (e.g. noted in the Director's Report) are approaching pre-pandemic levels. Kreps also noted that the staff is pleased to see an increase in Library usage by the public.

Approval of Minutes: Motion made by Kole to accept minutes of May 25, 2021 meeting. Motion seconded by Hill. Motion carried.

Treasurer Report: Treasurer Kole noted positive state of the Library's overall finances. He thanked Kreps for guiding the Library through the pandemic.

Financial Reports: A discussion about the content and formatting of the financial reports took place. Kreps stated he will continue to consult the Accountant in response to Board requests for guidance, clarity, and interpretation of formatting and content of these reports.

Discussion Items:

Consolidation of Horizon Bank Accounts:

Kreps noted his recommendation to the Finance Committee that funds from Horizon Bank accounts which are largely dormant, be considered for consolidation/transfer to an active account; Kreps and the Finance Committee will discuss further how best to move forward. Kreps also described his negotiation with the account representative from Horizon Bank regarding fees; fees will be realigned, and we expect to see some reimbursement of previously assessed fees.

Action Items:

1. Approval of July Bills for payment:

Motion made by Crocker to approve payment of May bills totaling \$29,511.01. Motion seconded by Kole. Motion carried.

2. Approval of Amended FY 2020-2021

Kreps described rationale for amending the FY 2020-2021 budget to address select, identified Expense budget lines. Identified Revenue lines will also be correspondingly adjusted as needed.

3. Approval of FY 2021-2022 Budget

Bogue made a Motion to approve the 2021-2022 Budget: Operating Budget of \$415,800, and \$20,000 in Capital Outlay for potential building repairs and possible purchase of shelving. A discussion about distinguishing Operational and Capital Outlay expenses took place. Approving the possible expense of previously mentioned building repairs and shelving, distinct from the Operating Budget, was requested by Kreps. These identified Capital expenses will be approved by the Board prior to being executed.

A Motion to approve the Operational Budget and Capital Expense(s) was made by Bogue; seconded by Kole; Motion carried: 7 approved, 1 opposed.

Communications and Correspondence:

Kreps mentioned that he and Valauskas have discussed possibilities for partnership with researchers of the 1922 *Bridgman Raid* to create programs or presentations celebrating the 100th anniversary of the famous FBI raid of a secret meeting of the Communist Party of America (CPA), which was being held near Bridgman. Kreps has contacted one of these researchers to discuss possibilities for a collaborative program.

Meeting adjourned: 10:07am

Next meeting: July 27, 2021, 9:00 a.m., at the Library.

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____