

**Bridgman Public Library
Board Minutes
August 24, 2021 - 9:00 a.m.**

Meeting Called to Order: 9:01 a.m. by Valauskas

Present: Board Members: Valauskas, Bogue, Kole, Wilk, Collins, Janoskey

Staff: Kreps, Abele

Agenda Revisions: Valauskas requested to add *BPL Bylaws-Article III* to Discussion Items. All agreed. Motion carried.

Public Comments: None

Guests: Julie Bernstein, Friends of the Library

Friends of the Library: Bernstein was happy to report that the Friends made \$752 from the first post-pandemic Annual Used Book Sale which was held on Jul 31st from 10am to 2pm. Most books were sold and those remaining were donated to a resale shop in Niles. The next big event is the Community-Wide Garage Sale which is scheduled for September 10th and 11th. Permits are currently being sold at the library. September 12th, the Friends will once again host a booth at the Bridgman Open-Air Market for “Kids Day”.

Committee Reports:

- **Facilities Committee:** Bogue reported that the committee did not meet this month, but they are scheduled to meet on September 20th to walk around the interior and exterior of the library building and grounds to create a list of items that need attention. Valauskas suggested the Library contact Wolverine Electrical Contracting in Niles to inquire about purchasing a back-up generator. This would enable the library to be continue to offer services during a power outage. The library had to be closed on August 10th and 11th due to the extensive power outage in the Bridgman area due to adverse weather.
- **Finance Committee:** Kole reported that the committee is reviewing its liability-related insurance policies. Kreps noted that following his review of said policies with the insurance representative, questions have arisen about premiums paid for coverage on a previously existing building on the Library property. Since this building has long-since been removed, Kreps is investigating possible refund(s) of premiums. Kole also stated that the Finance committee will consult with our accountant in September to review formatting of financial reports to make them more user friendly. Kreps then described the federal USAC/Erate program, which funds reimbursements to eligible public libraries and schools for qualifying internet access-related expenses. BPL is eligible, and therefore receives such reimbursements each year.
- **Personnel and Policy Committee:** Janoskey reported that Kreps has been given a copy of his performance review and related feedback and documents.

Directors Report:

Kreps reported that the library is transitioning out of Summer Reading Program activities and back into academic school year programs. Contingent on current COVID restrictions and CDC recommendations, these programs will include Pawsitive Reading, Reading Beelievers and the pop-up library at F.C. Reed Middle School.

The library has also resumed regular, pre-pandemic operation hours as of August 9th: Monday - Thursday, 10am - 8pm; Friday, 10am - 5pm; Saturday, 10am - 4pm. Fall programs will continue to be a mix of in-person and virtual to accommodate more patrons due to the ongoing pandemic.

An archive of previous virtual Zoom-based Library programs available on the library's YouTube channel; a direct link is available on the Library website. Kreps also gave a status report on the new garden shed which was purchased from Sunrise Structures for the Community Garden. The foundation was laid on August 23rd and the shed itself is scheduled to be installed on August 25th. Patron library visits and Circulation have steadily increased over the summer months, and program participation remains strong. Bogue requested to see a comparison of current library statistics vs. pre-pandemic statistics.

Approval of Minutes: Bogue motioned to accept minutes of the July 27, 2021 meeting with the following amendments: add Crocker to the list of attendees, correct typos found under Facilities Committee, Director's Report and Approval of Minutes. Kole seconded. Motion carried. Minutes from July's Closed Session will be approved in the September board meeting.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Email Addresses for Board Members:** Kreps reported all board members have been sent invitations to set up Library-related gmail accounts.
- **Review of Article II and III of BPL By-laws - Board of Trustees, Directors and Officers:** Valauskas requested that board member term limits be re-evaluated. He also suggested a regular rotation of the Board President position where the maximum time of service for any individual is (2) 1-year terms. The same would apply for committee chairperson positions. The Bylaws will be reviewed and evaluated prior in September. Recommendations for amendments will be presented at the September Board Meeting.
- **Resignation of Two Library Board Members:** Valauskas announced that Dorothea Crocker and Randy Hill have resigned from their current library board positions, effective immediately. The two subsequent vacancies will be advertised on the library website, via email, and through press releases. The available positions will complete the terms of the previous incumbents and are open to City of Bridgman residents. Those interested should send a letter of intent and a resume to Bridgman Public Library.

- **Other Discussion:** Collins requested a copy of current job descriptions for library staff members.
- Wilk noted signage on the Library's small conference room doors indicated "staff only". These rooms were closed during the pandemic and have since reopened. Signs will be removed and doors will be unlocked.

Action Items:

- Motion made by Kole to approve payment of July bills totaling \$31,535.00. Motion seconded by Wilk. Motion carried.
- Motion made by Wilk to approve the director's performance improvement plan. Motion seconded by Collins. Motion carried.

Communications and Correspondence: Kole suggested contacting Bridgman City Hall for feedback on response of their generator during the recent power outage. Valauskas mentioned also advising City Hall that we have two vacant library board positions for City of Bridgman residents. Kreps noted that City Manager Juan Ganum thanked the library for its recent email communication promoting the additional trash pick-up for city residents who experienced flood damage due to the storms on August 10th and 11th.

Meeting adjourned: 9:56am

Next meeting: September 28, 2021, 9:00 a.m., at the library.

Submitted by
Dennis Kreps

Approved by the Secretary: _____ Date: _____