

**Bridgman Public Library
Board Minutes
September 28, 2021 - 9:00 a.m.**

Meeting Called to Order: 9:00 a.m. by Valauskas

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

Staff: Kreps, Abele

Agenda Revisions: None

Guests: None

Public Comments: None

Friends of the Library: None

Committee Reports:

- **Facilities Committee:**

- 1) Bogue reported that the Committee met to examine the interior and exterior of the library and note areas or items for attention. Items include:
 - Evaluate track lighting on the north interior for replacement or repair;
 - Evaluate possible roof leaks in identified flat roof areas
 - Consider landscaping options requiring less maintenance.

Kreps has engaged local electrical contractor Mead and White to evaluate options for repair and replacement of lighting, and roofing contractor Future Construction to conduct diagnostic tests to evaluate the noted roofing issues.

- 2) Bogue has contacted Wolverine regarding possible purchase of a back-up generator for the library.

Valauskas reported that he has spoken with donor and philanthropist Harvey Kimmel about providing both financial and administrative support in securing a back-up power generator. Kimmel will consider financial support, and has made suggestions of additional potential sources of funding. Kreps and Valauskas will pursue possibilities, including the Kohler Company's Community Foundation.

- 3) Kreps mentioned that staff from Harbor Country Mission in Bridgman will remove the previous storage shed, which has been donated to HCM, in the next week. The new storage shed was installed in the community garden at the end of August.

- **Finance Committee:**

- 1) Kole reported that the Committee met several times over the last month, including with our Auditor from Kruggel Lawton. The Auditor reflected a favorable audit and affirmed the strong financial position of the Library. In light of the upcoming (August or November ballot) millage renewal, the Committee and Kreps requested advice on how to describe these favorable statements within the context of the Audit report. Kreps stated that Kruggel Lawton recommended the library and Board Members participate in workshops and presentations on effective millage campaign-preparation and education about necessary legal requirements of conducting such campaigns.

- 2) Kole noted that surplus funds resulting from reduced operation during the pandemic have been deposited in the Public Institutions checking account at United Federal Credit Union, in the amount of \$50,000.
- **Personnel and Policy Committee:**
 - 1) Collins stated that Kreps had supplied the committee with signed copies of his Performance Improvement Plan. Valauskas noted that this Plan will help provide a framework for creation of an Employment Agreement and Job Description for the Director, and will be of mutual benefit to the Board, the Library, and the Director.
 - **Interim Bylaws Review Committee:**
 - 1) Kole reported that the committee met on September 20th to finalize amendments to the Bridgman Public Library Bylaws. Revisions include:
 - Additions to Section 9, Article II, which outline unacceptable conduct and ethical standards for board members.
 - Article III, Section 5: Reducing Officers' terms to 1 year and limiting terms to 2 consecutive years in the same Office.
 - Article III, Section 8.3 was revised to state the Office of Treasurer will serve as a member of the Executive Committee.
 - Article IV was amended to specifically state checks and disbursements *over \$1,000* require signatures of two officers/approved designees.
 - Article VIII, Section 4 which previously outlined criteria for dismissal of the director was removed from the Bylaws. Topics related to evaluation of the Director and conditions of employment will be incorporated into a new Employment Agreement, which is being drafted.
 - Minor wording changes/additions were made in Article III and V.

Directors Report: Kreps reported that the library has been expanding in-person events and activities, while maintaining a commitment to virtual programs. The Community Room has been re-opened to several regular groups, including *Quilts of Valor* and *Knit N Yarn*. Preschool Storytime are being conducted in-person again, and Tuesday night programs, which have been conducted virtually (via Zoom) have also continued. On October 6 – 8 we will once again host the Gift of Reading program. This program, sponsored by the Friends of the Bridgman Public Library, provides a story time and library tour for each BPS 1st grade student. Students are also given a copy of the book *Halloweener*, by Dav Pilkey. This has been an annual event; however, it was cancelled in 2020 due to COVID restrictions.

- Kole highlighted two recent well-attended and enjoyable events: the Community Garden Potluck and the Blue Shoes Jazz concert.
- Kreps mentioned that current library usage, program attendance, and circulation statistics approximate 50-60% of pre-pandemic levels. Comparison of current and pre-pandemic data was requested, and will be presented, next month.

Approval of Minutes: Motion made by Wilk to accept the August 24, 2021 meeting minutes as submitted. Motion seconded by Kole. Motion carried.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Chikaming Township Library Service Contract:** Kreps described recent discussions regarding the Chikaming Township Library Service Contract, shared among the Bridgman, Three Oaks and New Buffalo libraries, which is up for renewal. The Contract stipulates that identified and budgeted funds from Chikaming Township's general fund, as well as the Township's annual Penal Fine funds, will be equally shared among the three noted libraries. Chikaming Township residents are given the option to choose one of these libraries as their home library. While the libraries maintain basic reciprocal agreements with each other, the home library status accords patrons some privileges and resources unique to the selected library. Some libraries have requested the ability to charge Chikaming Township residents a \$25 fee for access to their individual library. The Bridgman Public Library is not in favor of assessing such a fee for residents of Chikaming Township. Discussions are taking place among the libraries and the Township regarding assessment of this fee. Kreps will keep the board informed as to future discussions.
- **FY 2020-2021 Audit:** Kreps reported that the Auditor's (Kruggel Lawton) field work has been completed, and the Library's strong financial status has been affirmed. Kreps will convey formal reports and communicate feedback with the Finance Committee and the full Board when it is available.
- **Board Vacancies – Progress Report:** Valauskas said two letters of interest have been submitted for the two vacant board member positions. Deadline to apply is October 15th. The review and selection of applicants will take place in the next Board Meeting on October 26th.
- **Director Review - Update:** Bogue stated that progress was made after the meeting with Kreps. An updated Job Description and Employment Agreement will clarify responsibilities.
- **Berm Landscaping Working Group:** Bogue stated that the Facilities Committee is forming an ad-hoc work group to conduct research ideas and make recommendations for presentation and maintenance of the (north side) berm area. This group could include members of the community, Board/Staff members, and expert consultants. Janoskey volunteered to serve as the board representative of this group. Valauskas stated that he would talk to Carol Line, director of Fernwood Botanical Garden, to seek her assistance in creating a master plan for the library grounds.
- **Trustee Orientation Materials:** Kreps is gathering Policies and educational and informational documents for inclusion in (the) Orientation Binders) for new library board members.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of August 2021 bills totaling \$30,598.50. Motion seconded by Wilk. Motion carried.
- **Review and Approval of Amendments to Bylaws:** Motion made by Janoskey to approve amendments to the Bridgman Public Library Bylaws. Motion seconded by Bogue. Motion carried.

Communications and Correspondence:

- **Cora Lamping Center:** Kreps was contacted by the Cora Lamping Center, which is a social services organization based in Benton Harbor, MI for survivors of domestic and sexual abuse. October is Domestic Violence Awareness Month and they would like us to bring awareness to this issue by putting signs up along Lake Street, tying ribbons in the trees and offering literature inside the library. The board agreed the library would support them in this way with the understanding that signage and ribbons would be placed tactfully around the property.
- **Food Pantry Donations:** Kreps said that we received a thank you from one of the local food pantries for the library's recent donation. The library collects non-perishable food and paper products throughout the year and then rotates giving it to two Bridgman-area food pantries - Woodland Shores Baptist Church and Our Lady Queen of Peace Catholic Church.

Meeting adjourned: 10:26am

Next meeting: October 26, 2021, 9:00 a.m. at the library.

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____