

Bridgman Public Library

Board Minutes

September 22, 2020, 9:00 a.m. via Zoom

**Meeting Called to Order:** 9:00 a.m. by Hill

**Present:** Hill, Bogue, Collins, Crocker, Wilk, Valauskas, Kole; **Absent:** Janosky, Noll

**Staff:** Kreps

**Agenda Revisions:** None

**Guests:** Julie Bernstein

**Public Comment:** None

**Friends of the Library Representative:**

FOL President, J. Bernstein summarized Friends activities and discussions, many of which have been cancelled due to the pandemic. Bernstein mentioned the library request for funding of mobile shelving unit. Various possibilities for sales (e.g. pop-up sales) were discussed, and examples of area sales were cited. She will discuss options with Director Kreps.

**Committee Reports: Finance Committee:**

Kreps reported on Committee's recent (9.07.20) meeting. Topic highlights: budget projections, particularly with regard to revenues potentially impacted by the pandemic; format and content of financial reports; process for updating the Library's bank signature cards; schedule for the upcoming audit.

Most revenues appear to me as anticipated within Budget expectations. Penal fine check has been received. The amount received was a reduction from last year, but exceeded this year's budgeted amount. The committee also approved current content and format of financial reports.

Kreps also summarized status and requirements for updating each banking institution's signature cards. A more detailed discussion will be included as identified with later Agenda Discussion item.

**Director's Report:**

Kreps described current library operations and the response of the community. BPL continues to offer curbside service as well as in-building service by appointment. With the exception of free Notary services, patrons can make appointments to conduct any (printing, copying, faxing, computer use, browsing the collections) typical activity in the Library. Kreps then outlined the Library's process for managing pickups and appointments: Curbside pickups and appointments can be scheduled in advance; walk-ups are accepted as well, contingent on the current public capacity (15 patrons) level. While many patrons have been pleased to be in the building again, even in a limited capacity, others still convey a preference for curbside service. Kreps acknowledged the challenges for everyone posed by the pandemic, and stated that the Library strives to achieve the best possible balance of safety and access.

The Library's Reopening Plan was also discussed in the context of what other area libraries are doing. Kreps noted that BPL's plans are available on the website, as is true for most other libraries. Kreps also discussed criteria considered for moving to the next Phase of BPL's Reopening Plan-most notably a consistent (at least two weeks) downgrade from medium/medium high risk-factor for Berrien County, as identified in:

- Berrien County COVID-19 Dashboard
- MI Safe Start Map
- COVIDactnow.org website

Additionally, the goal of a gradual and thoughtful reopening is to reduce the risk of retracting services or public hours in response to increased outbreaks, which is confusing and annoying to patrons.

The library continues to offer virtual programs and activities for all ages; examples of recent and upcoming programs was provided.

Hill noted interest in topics reflected in the 'workshops attended' portion of the Director's Report, and encouraged Kreps to continue to share information and reflections from these activities which might benefit the Board.

### **Approval of Minutes:**

A motion was made by Crocker to approve the minutes of the August 25 Board Meeting as presented. Motion seconded by Collins; motion carried.

### **Treasurers Report:**

Kreps provided a summary of September financial activity, drawing attention to his added contextual notations, which appear in red.

Kreps confirmed that field work for the audit is scheduled for September 29. He will forward a draft of the Report as soon as an electronic copy becomes available.

### **Discussion items:**

- a) Board officer nomination process  
Hill described BPL's nomination process for Board officers. The Chair of the Personnel and Policy Committee coordinates the process. Nominations are solicited in advance of the November meeting, at which time nominations or a slate are introduced and voted on by the Board.

### **Action Items:**

- a) Approval of Bills: August

Crocker made a motion to approve payment of August bills in the amount of \$32,714.54. Motion was seconded by Valauskas; Motion carried.

- b) Bank signature cards-resolution

Kreps provided a summary of bank accounts and outlined process(es) required to update signature cards at each bank:

Each bank requires a completely (all approved Board members sign) new signature card when members are added or removed.

- Horizon Bank
- Edgewater Bank
- 1<sup>st</sup> Source Bank

Both Horizon Bank and Edgewater Bank will provide Kreps with a signature card document, which can then be signed by approved members.

1<sup>st</sup> Source Bank has its own distinct resolution process. As R. Hill is the only current approved signer on this account, he will be the point person for this transaction.

Any changes to signature cards must also be reflected in BPL Board Meeting Minutes. Therefore:

For purposes of updating signature cards at Horizon Bank, and Edgewater Bank:

Horizon Bank: Ken Huff is to be removed  
Dennis Kreps is to be added

Edgewater Bank: Dorothea Crocker and Gretchen Evens are to be removed  
Dennis Kreps is to be added

Crocker moved that her name be removed from the Edgewater bank account signature card and that the additional changes identified above be approved; motion seconded by Bogue; motion carried.

**Communication and Correspondence:**

Kreps noted conversations with Friends members, and described the recent memorial reception for long-time Friends member and Library volunteer Laura Williams, which was held in the Library's South parking lot.

**Adjourn:** Meeting adjourned at 9:48 a.m.

**Next Meeting:** October 27, 2020

**Submitted by:**

Dennis Kreps

**Approved by the Secretary** \_\_\_\_\_ **Date:** \_\_\_\_\_