

Bridgman Public Library
Board Minutes
December 15, 2021, 9:00 a.m. Via Zoom

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

Present: Board Members: Hill, Crocker, Bogue, Wilk, Noll, Collins, Janoskey, Kole, Valauskas; **Staff:** Kreps, Hazelgrove

Agenda Revisions: Kreps requested "Buy Local Bridgman Initiative" be added to the Agenda's discussion items.

Guests: (1) J. Bernstein, President of The Friends of Bridgman Public Library and (2) B. Hake, from Kruggel-Lawton (auditor).

Friends of the Library Representative: Bernstein reported that the Friends had purchased books for Bridgman Elementary School's "Blessings In a Backpack" initiative. She will also be attending a webinar promoting book distributor Baker & Taylor's *Sustainable Shelves Program*.

Committee Reports: Valauskas requested that Committees plan to report (or note no meeting held) at Board Meetings during this time on the Agenda.

- Finance Committee:
Chair Kole introduced B. Hake from Kruggel-Lawton, who provided an overview of the Library's Fiscal Year 2019-20 Audit report. Hake reported an overall clean and successful audit process and report. Hake complemented BPL on its process and documentation and management of funds during the pandemic. He will submit the Audit Report to the State of Michigan by December 31.
- Facilities & Planning Committee:
Chair Bogue reported the HVAC (roof) repair was completed by Boelcke Heating and AC. Ongoing work includes evaluating options for installing exterior lighting for the staff parking lot and updating the Facilities Master Plan and Technology Plan.
- Personnel and Policy Committee Chair, Janoskey reported no Committee activity for the month.

Directors Report: Kreps provided a summary of library usage statistics (curbside pickups; circulation) and community engagement data (email promotional campaigns, Facebook likes and posts; Instagram followers). The Library is creating Take & Make projects for all ages, providing winter reading incentive programs for all ages, and offering a variety of virtual programs. These programs and activities are being well-received by the community. Kreps summarized by noting that the community continues to avail itself of the Library and its resources, and the Library is proactively reaching out to the community.

A motion was made by Crocker to approve the November 24, 2020 Meeting Minutes as submitted. Motion was seconded by Wilk. Motion carried

Treasurer's Report: Treasurer Kole reported that (two) CDs previously invested at 1st Source Bank had been transferred to a Public Funds checking account at Edgewater Bank. Director Kreps and the Finance Committee will begin review of BPL's Liability Insurance policies and coverages to evaluate and manage risk.

Discussion Items:

(A) The Kimmel family, who have underwritten community programs in Bridgman for many years, have expressed interest in funding community initiatives addressing broad community needs (e.g. food). Kreps has been in conversation with the Kimmels and is gathering information from various community organizations and Bridgman Public Schools to facilitate this process. Kreps also reported communicating with Bridgman Public Schools art teachers regarding Kimmel grant project proposals.

(B) Township Treasurer B. Clark contacted the Library regarding participation in the community wide "Buy Local Berrien/Bridgman" initiative. Kreps will investigate how the Library might participate.

Action Items:

A motion to approve payment of bills in the amount of \$27,572.74 was made by Crocker and seconded by Collins. The Motion carried.

Kreps reflected on the current MDHHS Epidemic Order(s) and described subsequent ramifications for libraries, including BPL. Given the increased risk factors and state-level request to reduce in person activities, Kreps recommended the Library operate at curbside service level until further notice, contingent on future Health Department recommendations and a consistent reduction in COVID-related reference points. Kreps also recommended the Library begin a schedule of public service hours as follows: M-Th: 11am-6pm; F: 11am—5pm and Sat. 10am-2pm. Hill moved to approve public service hours as stated, at curbside service level. Collins seconded the motion. Motion carried.

Signature Card authorizations at BPL's banking institutions must be updated to reflect changes in Board officers: Randy Hill and John Wilk are to be removed from authorization. President, Ed Valauskas; Treasurer, Jim Kole; and Director, Dennis Kreps are to be authorized for activity on Library's banking institution accounts.

Communications and Correspondence:

The Bridgman City Council has discussed developing a community-wide reading initiative. The intention would be to select a book title, and develop a series of community programs and events which dovetail with the book content or author background. The entire community is encouraged to read and participate in said programs and event. While still at a conceptual stage, Kreps has communicated with interested City Council members about creating a group of collaborative partners, including the Library, in support of such an initiative. Kreps will continue in communication with involved parties as the project continues to develop.

Adjournment: Meeting adjourned at 10:23 a.m.

Next meeting: via Zoom, Tuesday, January 26, 2021 at 9:00 a.m.

Submitted by
Dennis Kreps

Approved by the Secretary: _____ Date: _____