

**Bridgman Public Library
Board Minutes
December 14, 2021 - 9:00 a.m.**

Meeting Called to Order: 9:04 a.m. by Bogue

Board Members:

- **Present:** Bogue, Kole, Fuller, Collins, Wilk, Janoskey, Noll, Worcester Valauskas (attended as a public visitor via Zoom)
- **Excused:** None

Staff: Kreps, Abele

Agenda Revisions: Kreps requested item *Letter from attorney (Foster Swift) regarding fee change* be added to **Discussion Items**; all agreed.

Guests: None

Public Comments: None

Friends of the Library: None

Committee Reports:

▪ **Finance Committee:**

Kole reported that Payroll Expenses remain under budget, largely due to COVID-related staffing reductions, and reduced public service hours early in the fiscal year. Kole suggested consideration of adding employee benefits, such as paid sick leave. He noted that many employers in the state typically offer a selection of health benefits and encouraged the library to stay competitive and do the same. Kreps is polling the staff to determine their preferences and priorities with regard to employee benefits. This discussion will continue as more information is gathered.

▪ **Facilities Committee:**

Updated Technology and Facilities plans will be discussed in January.

▪ **Personnel and Policy Committee:**

- 1) The BPL Organizational Summary has been completed and distributed.
- 2) Drafts of the Library Director Job Description and the Library Director Employment Agreement will be completed and prepared for review for the January Board Meeting.
- 3) Treasurer Kole and Kreps have conducted a preliminary review of the *BPL Employee Handbook*; the Committee is also reviewing the document for recommended updates and revisions.
- 4) Kreps requested employees be paid for their scheduled work times in the event they are required to quarantine due to COVID. The Committee supported this idea, and upon further board discussion, it was confirmed that the Library Director has discretion in making that decision and no official vote was taken.

Directors Report: Accepted as written.

Approval of Minutes: Motion made by Kole to accept the November 23, 2021 meeting minutes. Motion seconded by Collins. Motion carried.

Treasurer Report/Financial Reports: None

Discussion Items:

▪ **Review of COVID-related protocols:**

The Library continues to strongly encourage wearing of masks indoors, in accordance with guidance from the Berrien County Health Department, MDHHS, and the CDC. Discussion ensued regarding consideration of employee vaccination requirements; such requirement(s) for Library staff will continue to be evaluated.

▪ **Chikaming Township Library Service Contract Update:**

Kreps reported that at its December meeting, the Chikaming Township Board discussed and approved a motion to establish the Bridgman Public Library as the sole library service provider for Chikaming Township residents. The current Library Service Contract will remain in effect until June 13, 2022. In the meantime, Kreps will meet with Township supervisor David Bunte and Township Board members to negotiate a new Library Service Contract. Kreps will provide an update at the January board meeting.

▪ **Backup Generator Project status report:**

A representative from Wolverine Electrical Contracting (Niles, Michigan) has conducted a preliminary onsite visit and is preparing a proposal for purchase of a backup emergency generator for the Library. This large-scale project warrants solicitation of additional proposals. Proposals from known contractors will be sought; and a more formal proposal process is expected to be initiated. Donors have expressed interest in providing financial support for this important project.

▪ **Additional topic - Attorney Fee Letter:**

The Library received a letter from our contracted legal firm, Foster Swift, as notification of a billing rate increase. Effective February 1, 2022, the hourly billing rate will be \$225. After discussion, it was agreed no official vote was needed. Kreps will sign the letter agreeing to the new terms and return to the attorney's office.

▪ **Additional topic – Millage Proposal:**

Valauskas informed the board that the Library Millage Proposal has typically been placed on the August ballot (instead of November) and recommends using that same timeframe for this year's proposal.

▪ **Additional Topic – Incident report:**

Kreps described a recent incident which took place at the Library. An employee of the recently hired cleaning company reported alleged theft of items from the company vehicle while parked in the Library parking lot. Bridgman police were contacted and subsequently arrived at the Library. The Police filed a report, and noted that they would follow up with the noted cleaning company employee.

Action Items:

- **Approval of Bills:** Motion made by Collins to approve payment of November 2021 bills totaling \$39,662.02. Motion seconded by Kole. Motion carried.
- **2022 Library Closings and Board Meeting Schedule:** Motion made by Janoskey. Motion seconded by Collins. Motion carried.

- **Facilities Project Proposals**

- 1) **Drinking Fountain**

- The library has solicited and received four (4) proposals from contractors to replace the drinking fountain in the lobby. The proposed model is manufactured by Elkay and includes a water bottle filling station. Proposals' estimates thus far range from \$1,795 to \$2,540. Kreps anticipates receipt of additional proposals.

- Motion made by Wilk to approve up to \$2,500 to purchase a new drinking fountain. Motion seconded by Noll. Motion carried.

- 2) **Track Lighting**

- A number of track lighting devices installed in the ceiling at the north end of the Library during the 2019 renovation have been malfunctioning. Kreps engaged electrical contractor Mead & White to evaluate the situation. These fixtures are under manufacturer warranty. To ensure timely replacement of these fixtures, Kreps requested approval of purchase and installation of six (6) fixtures through Mead & White. Bogue proposed approval of \$2,000 to purchase and install these 6 new fixtures. Warranty replacement of these fixtures will be pursued in the meantime.

- Motion made by Kole. Motion seconded by Collins. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:18am

Next meeting: January 25, 2022, 9:00am at the library.

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____