

Bridgman Public Library  
Board Minutes  
October 27, 2020, 9:00 a.m. Via Zoom

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

**Present:** Board Members - Hill, Crocker, Bogue, Janoskey, Wilk, Kole, Valauskas  
**Absent:** Board Members – Collins, Noll

**Staff:** Kreps, Hazelgrove

**Agenda Revisions:** Addition to discussion items: Nominees and slate of candidates for Board Officers.

**Guests:** None

**Public Comment:** None

**Friends of the Library Representative:** Kreps reported the following:

- a) The Friends approved funding for a mobile shelving unit: delivery is expected by mid-November
- b) The Book Shoppe has reopened by appointment and limit of one person per visit
- c) Additional program funding opportunities will be discussed with The Friends

**Committee Reports:** Janoskey reported the nominees for board officers: President-Hill and Valauskas; Vice President-Bogue; Treasurer-Kole; Secretary-Wilke. The election will be held at the November meeting.

**Directors Report:** Kreps reported that although the Governor's Executive Orders have been rescinded, the Michigan Department of Health and Human Services (MDHHS) has issued Epidemic Orders which provide much of the same guidance and requirements. Kreps also noted the CDC's updated definition of 'close contact,' which now involves contact within six feet of an infected person for a total of 15 minutes within a 24-hour period, instead of 15 consecutive minutes.

Kreps described the current level of Library service. BPL has been in Phase III-In building services (computer use; copy/print, scan, and fax services; browsing for materials) by 30 minute appointment, and Curbside Service since mid-August. Kreps noted that in person patron usage during that time was approximately 25-30% of previous years' usage, and that circulation of in-building materials was approximately 75% of typical circulation. Use of digital resources, such as Hoopla and Overdrive, has increased significantly as well.

The Library continues to offer virtual programs for all ages. BPL is adding Michigan Notable Authors titles to the print collection; many of these authors had interviews recorded, which the Library is making available through the website and periodic e-mail communications.

**Approval of Minutes from September 22, 2020 Meeting:** Janoskey noted a needed correction to the minutes which indicated incorrectly that she was in attendance at the September meeting. A motion was made by Janoskey to amend the Minutes to reflect this change. Motion was seconded by Valauskus; Motion carried.

**Treasurer's Report:** Kreps reported revenue and expenses were at expected levels. The majority of city millage-based revenues have already been received, and the Chikaming Township library contract funds should be received soon. He noted that programming-related expenses will likely be increasing due to the success and planned expansion of digital programs for all ages.

**Review of Financial Reports:**

The Finance Committee will plan to meet to review and discuss the draft Audit Report, and also discuss options two CDs maturing in November. Bogue asked for a list of CD interest rates offered from local banking institutions.

**Discussion Items:**

- Kreps reported that a draft of the Annual Audit report, conducted by Kruggel-Lawton, was expected by the end of October. A representative will be available for questions in November, and will present at the November Board Meeting.
- Hill thanked Kreps for the updated contact list of board members. Janoskey asked that her work telephone number be removed from the list but her home number kept.
- Kreps reported that a Trustee Training, provided by the Library of Michigan, will take place via Zoom Nov. 12, 10-11AM. Kreps will forward information about the Training to Board members. Kreps also reported that an updated Michigan Public Library Trustee Manual is now available. He will forward an electronic copy to Board Members, and will print a copy if requested.
- Kreps initiated discussion about the Library's public service hours. Wilk made a motion to return to the full pre-pandemic public service hours. The motion was seconded by Crocker. Motion carried. Current operating procedures will remain in place: in-building service by appointment, 30-minute limit per visit, and curbside service. This allows the library to manage the environment, control entry and exit of patrons, and limit cumulative exposure. The Facilities Committee will meet to discuss implementation of these expanded hours and a variety of facilities-related Issues.

**Action Items: Approval of September Bills.** Bogue motioned to pay the bills in the amount of \$24,292.36. The motion was seconded by Valauskas. Motion carried.

**Communications and Correspondence:** Kreps reported meeting with Chikaming Township Supervisor David Bunte.

**Adjournment:** Meeting adjourned at 10:30

**Next meeting:** via Zoom, Tues., November 24, 2020 at 9:00 a.m.

**Submitted by**  
Dennis Kreps

Approved by the Secretary:

Date: \_\_\_\_\_