

Bridgman Public Library
Board Minutes
November 24, 2020, 9:00 a.m. Via Zoom

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

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

Staff: Kreps, Hazelgrove

Agenda Revisions: Bogue requested amending the Agenda to add Board Training Opportunities as a Discussion Item.

Guests: None

Public Comment: None

Friends of the Library Representative: Kreps reported on the Book Shoppe activity while it was open by appointment. Janoskey reported that the Friends will again participate in Bridgman Elementary School's *Blessings in a Backpack* program. The Friends will select and fund books ordered by the Library, which will subsequently be donated to the Program.

Committee Reports:

- **Facilities:** Kreps reported on items being discussed by the Committee. Building projects under consideration include:
 - 1) Repair of outdoor lighting in front of the Building
 - 2) Installation and addition of exterior lighting.
 - 3) Committee recommended approval of HVAC repair proposed by Kreps
- **Personnel and Policy:** This Committee has met on an as needed basis; the Director or a Board member may request a meeting at any time. The Committee discussed the Library's process for responding to positive COVID19 diagnoses as outlined in the Library's COVID-19 Response Plan and Re-Opening Plan and Policy.
- **Finance Committee:** The draft FY 2019-20 Audit Report was initially distributed to Committee members, and has since been distributed to the full Board. The auditor (Brian Hake, Kruggel-Lawton) will present the report to the Finance Committee at 8:30am (December 15th Board Meeting) and will be available to the full Board for questions directly afterwards during the regular Meeting.

Two CDs currently invested at 1stSource Bank are due to mature by month's (November) end. Kreps has investigated reinvestment options at three local banking institutions. He recommended depositing these funds in a Public Funds Checking Account at Edgewater Bank, which would not only provide the best interest rate, but would also make the funds more accessible. The Committee, and the Board, approved the recommended transfer and deposit.

Directors Report:

Kreps described sites regularly consulted for COVID-19 information, provided an overview of current operations, and provided a summary of Library usage in November.

- Average DAILY in-building **appointments**: 15 (high of 25)
- Average DAILY **curbside pickups**: 11 (high of 15)

- Additional WIFI hotspots available
- Laptops available for use on Library grounds and parking lot (in cars)

Kreps noted favorable response to the Library's virtual programming. Zoom-based programs for adults and families are being offered on Tuesday nights. Upcoming programs include *Michigan Owls* with naturalist Andrew Nowicki (December 1) and author Karen Dionne (*The Marsh King's Daughter*) (December 15).

Take and Make activities for all ages have also been very popular, including a chicken-wire Christmas tree craft project for adults.

Other notable library activities:

- Food for Fines: Patrons' overdue fines are waived with a non-perishable food donation. Food is then distributed to local food pantries.

- Knit N Yarn Group: over 300 items created by the group will be donated to charity.

Board member Collins reported receiving positive comments from patrons and thanked the library for the programs and activities being provided.

Approval of Minutes from the October 27, 2020 Regular Meeting:

A motion was made by Collins to accept the minutes as submitted. Motion was seconded by Valauskas. Motion carried.

Treasurer's Report/Review of Financial Reports:

As previously noted, the auditor will attend the December 15 Board Meeting to present the audit and answer questions. Kreps noted that financial statements reflected last year's renovation-related (largely capital) expenses, and that narrative comments regarding the Library's management of funds and resources were favorable.

During the course of the fiscal year, the Library's General Fund levels will be reviewed in view of reinvestment possibilities. A request was made to modify the format of the Accounts Payable Detail report to include only information regarding monthly bills to be paid.

Discussion Items:

- **COVID-19 Response and Operations during pandemic:** Kreps reported that the Michigan Department for Health and Human Services (MDHHS) issued a new Pandemic Order in response to the marked increase in all measurable metrics for COVID-19 statewide. The EO designated a 'pause' period, in effect November 18-December 8. Overall requirements include further restrictions on indoor and outdoor gatherings, increased emphasis on remote work where possible, and extension of Open Meeting Act modifications which allow for virtual public meetings.

In view of the EO and concerns about the worsening COVID-19 situation, Kreps recommended the Library move to Curbside service only for a yet undetermined time period, and that public service hours be modified as follows: M-Th: 11am-6pm; Friday 11am-5pm; Sat.: 10am-2pm. Following discussion of the Library's COVID-19 Response Plan and Re-Opening Plan and Policy, implications of the situation for Staff and staffing, and reflections on responses from other area libraries, the Library will adopt the afore-mentioned public service hours and operate at Curbside service level. Public Service levels and hours will be evaluated on an ongoing basis.

- **Trustee Training opportunities:** Several Board Members attended the recent Trustee Training workshops presented by the Library of Michigan and the Michigan Library Association. BPL Board attendees found the Training to be well-presented and informative. Kreps will request copies of a slideshow presented as part of the training from the training presenters.

Action Items:

- **Approval of October Bills:** Crocker made the motion to pay \$28,277.82 in bills. Motion was seconded by Bogue. Motion carried.
- **Election of Board Officers:** A motion was made by Collins to accept the slate of officers as presented. The motion was seconded by Janoskey. Motion carried. Effective Dec. 1, 2020 new officers are Ed Valuskas-President; Liz Bogue-VP; Jim Kole-Treasurer; Secretary-John Wilk.
- **Request to amend Holiday Schedule:** A motion was made by Crocker to amend the paid holiday hours for the library staff to include Dec. 26. Motion was seconded by Collins. Motion carried.

Communications and Correspondence: The December Board Meeting will be held on December 15.

Adjournment: Meeting adjourned by Hill at 11:21.

Next meeting: via Zoom, Tues., December 15, 2020 at 9:00 a.m.

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____