

Bridgman Public Library
Board Minutes
January 28, 2020
9:00 a.m.

Call to Order: 9:00 a.m. by Hill.

Present: Board Members: Hill, Collins, Bogue, Janosky, Wilk, Crocker, Valauskas

Staff: Kreps, Hazelgrove

Agenda Revisions: Change date from 2019 – 2020.

Guests: None

Public Comment: None

Friends of the Library: Janosky reported that J. Bernstein will be the Friends new president. A Pop-up Friends Book Sale is scheduled for Saturday, March 21. Setup will be on Friday, March 20. The Friends Volunteer and Staff Appreciation luncheon is scheduled for Wednesday, April 15, 2020.

Committee Reports: None for January.

Director's Report: Kreps reported he is providing a summary of library activities and events at the monthly Lake and Chikaming Township(s) and City Council meetings. BPL's State Aid Report has been submitted to the Library of Michigan. Public Libraries in Michigan are required to submit this report (electronically) each year in order to receive their state funding. Data from these reports is compiled at the state level and then made available to libraries for purposes of analysis and comparison.

Kreps reported on upcoming events in February. BPL is providing the equipment and paid performance rights fees to show the film "Frozen" at the city Polar Fest on Feb. 8. He also described the federal E-Rate program (in which BPL participates) which provides financial support for internet-related expenses for schools and libraries nation-wide.

Approval of Minutes: A motion was made by Crocker to approve the December 17, 2019 regular meeting minutes as presented. The motion was seconded by Janoskey. Motion carried and minutes were approved.

Treasurer's Report: Kreps reported on the library's new relationship with our accounting firm. While JVTR continues to manage payroll, taxes, and financial reporting, our representative is now onsite twice monthly. Kreps reported that the expenses requested for approval this month includes payment for the new carpet as part of the renovation project. Two recently-maturing CD will be cashed out and deposited into the General Checking Account. Revenue was reviewed for remainder of the fiscal year. A summary of renovation-related expenses will be provided at the next meeting.

Discussion Items:

- **Library statistics:** Kreps presented a report breaking out data collected on a range of library activities (e.g. circulation, programs, library use, etc.). Similar statistical reports will be provided to the Board on a quarterly basis.
- Kreps reported on the Library Service Contract with Chikaming Township. The three-year contract is up for renewal in June 2020 and will be reviewed and negotiated with the Township.

Action Items:

- Kreps recommended approval and payment of bills totaling \$95,752.95. A motion was made by Crocker to approve payment. Motion was seconded by Bogue. Motion carried.

Communications and Correspondence: None

Adjournment: Wilk made a motion to adjourn meeting. Collins seconded. Hill adjourned the meeting at 9:43 a.m. Next meeting Feb. 25, 2020.

Submitted by
Dennis Kreps

Approved by the Secretary: _____ Date: _____