

Bridgman Public Library  
Board Minutes  
February 25, 2020  
9:00 a.m.

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

**Present:** Board Members: Hill, Collins, Bogue, Janoskey, Wilk, Crocker, Huff

**Staff:** Kreps, Hazelgrove

**Agenda Revisions:** None

**Guests:** J. Bernstein, President, Friends of the Library

**Public Comment:** None

**Friends of the Library Representative:** J. Bernstein attended and introduced herself as the new president of The Friends of the Library. She reported that the Friends have changed to quarterly meetings with the next meeting April 16. The Friends will continue to concentrate on events that help support BPL i.e., Book Sales, Garage Sale, Membership Drive and bookstore. Upcoming events include the March 21 Pop-Up Book sale and April 15 Staff and Volunteer appreciation luncheon. Bernstein reported that long time member L. Williams recently pass away.

**Committee Reports:**

- a) **Personnel and Policy:** Janoskey reported the committee met and discussed current hiring needs, staffing, salary budget, and policy. They are meeting again in two weeks for further discussion. Kreps reported BPL policies are being reviewed with staff at monthly meetings.

**Directors Report:** Kreps reported his continued outreach by attendance at city council and township meetings. Additional conversations with the New Troy Community Center have taken place and he has spoken with BPS principals to explore ways the library collaborate, and support the schools' mission. Kreps complimented the library staff for their service to the community and support of the library.

**Approval of Minutes:** A motion to approve the January 28, 2020 regular meeting minutes was made by Bogue and seconded by Crocker. Motion approved.

**Treasurer's Report:** Huff reported on the financials and reviewed statements: two CDs on the balance sheet will be maturing the next fiscal year; the Profit and Loss report is positive; he thanked The Friends of Library for their contribution. Huff recommended the addition of two new (budget) line items when the budgeting process begins and discussed receipt of government revenue.

**Discussion Items:**

- a) **Renovation summary:** Kreps reported on and provided a summary of the budgeted renovation expenses. Carpet, paint, and lighting were the most expensive but stayed within budget. Kreps reported that he was pleased with the results and professionalism of the contractors. The budget line representing cost for computer relocation and wiring was slightly over budget; the furnishings invoice is still open. The Facilities Plan will be updated to reflect pertinent renovation-related changes to the building and grounds.

- b) **Signature cards:** Kreps reported that the signature cards at the various banking institutions need to be updated. The board agreed that all current Board officers should have their names recorded on the signature cards at each institution:

Bridgman Library Board of Officers (as of 2/25/2020) are:

- President - Randy Hill
- Vice-President – Aaron Noll
- Secretary – John Wilk
- Treasurer – Ken Huff

Bridgman Library Director – Dennis Kreps (<\$1,000) at Edgewater Bank

- c) **Audited Financial Statement:** Huff inquired on receipt of the Audited Financial Statements. Kreps reported there has been no receipt of the audited statement to date but will follow up with auditor.

**Action Items:** Huff made a motion to approve payment of bills for \$22,317.11. Motion was seconded by Bogue. Motion carried.

**Communications and Correspondence:** Email communication from Friends of New Troy Community Center, following up on Kreps' recent visit.

**Adjournment:** Meeting adjourned by Hill at 9:48. Next meeting March 24, 2020.

Submitted by  
Dennis Kreps

Approved by the Secretary: \_\_\_\_\_ Date: \_\_\_\_\_