

Bridgman Public Library  
Board Meeting Minutes  
April 28, 2020; 9:00 a.m.  
Via Zoom

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

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

**Staff:** Kreps, Hazelgrove

**Agenda Revisions:** None

**Guests:** None

**Public Comment:** None

**Friends of the Library Representative:** Kreps reported having communicated with the Friends of the Library. Several Friends-sponsored events were cancelled due to COVID-19 related library closure. Summer Reading program activities, typically sponsored and funded by the Friends, are also being re-evaluated this year. Many activities will be conducted electronically, and live performances are being cancelled.

**Committee Reports:**

**Personnel and Policy:** Janoskey reported the committee met last week regarding the renewal of the Chikaming Township Library Service Contract. Kreps reviewed the current contract with board members and reported that he will be soon be meeting with representatives from the partnering libraries to discuss the Contract, which expires in June. When a new contract is agreed-upon and approved by the partnering libraries and Chikaming Township, said contract will come before the Board for final approval and signature.

**Directors Report:**

Kreps noted that the March Board Meeting was cancelled due to COVID-19 closing of the library. He reported that three new staff members have recently been hired, and that the staff have been weekly via Zoom. In an effort to reach out to patrons, Staff members have recorded Story Time readings which have been posted on the Library's Facebook and Instagram sites, and on the Website. Weekly informational and educational email messages are also being sent in an effort to increase communication with Library patrons.

Access to the Library's digital resources (e.g. checkout limit in Hoopla increased from 4 to 8 per month). extended and late fees have been waived. Kreps reported he has been involved with other Libraries discussing re-opening strategies and is laying-out a plan for a staged re-open along with the anticipated supplies for staff and patrons.

**Approval of Minutes:** No corrections or changes were made to the meeting minutes from February 25 and March 24. Minutes were approved as stated for both months.

**Treasurer's Report:**

Kreps reported on current Library finances. Generally, revenues are exceeding budget expectations and expenses are under budget. Kreps is currently developing the 2020-21 budget for presentation to the Board.

**Discussion Items:**

Kreps discussed the possibility of creating BPL/gmail accounts for use by Board members for library-related communications. Such email addresses could help ensure Board members' privacy and prevent personal computers and communications from being vulnerable to FOIA requests.

**Action Items:** A motion was made by Wilk to approve payment of bills for February and March. The Motion was seconded by Collins. Motion carried.

**Communications and Correspondence:**

Kreps will be presenting Re-Opening plans and subsequent policies to the Board as they are developed. The Governor's orders have thus far been dictating library closures and activities. Kreps thanked the Board for their support of the Library and Staff.

**Adjournment:** Meeting adjourned by Hill at 10:18.

**Next meeting:** via Zoom, Tues., May 26, 2020 at 9:00 a.m.

Submitted by  
Dennis Kreps

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