

**Bridgman Public Library  
Board Minutes  
July 26, 2022 - 9:00 A.M.**

**Meeting Called to Order:** 9:03 A.M. by Valauskas

**Board Members:**

- **Present:** Valauskas, Bogue, Kole, Fuller, Collins, Janoskey, Noll, Wilk, Worcester
  
- **Excused:** None

**Staff:** Abele, Lion

**Agenda Revisions:** Motion made by Kole to add “Action Items: Approval of Bills” to the agenda. Seconded by Janoskey. Motion carried.

**Guests:** J. Bernstein (Friends of the Library), Linda Diekman (Candidate for Library Director)

**Public Comments:** None

**Friends of the Library:**

- The FoBPL made \$993.00 at the July book sale.
  
- Free erasers and stickers will be distributed to kids at the “Christmas in July” Open Air Market on Sunday, July 31.
  
- Campaign signs have been placed around town for the library millage vote on August 2nd. Postcards are also available to post on community bulletin boards.
  
- Bernstein mentioned making sure that the new Director is aware that the FoBPL has funds available to be used for various library projects.

**Committee Reports:**

- **Finance Committee:**
  - The library ended the 2021-2022 fiscal year with more revenues and less expenses than anticipated which puts us in a good place financially.
  
  - There was a miscommunication with our previous Director over the amount approved for staff pay raises. The program initiated by the Director included merit increases, which was not consistent with the cost-of-living increase approved by the board. Therefore, the merit increases were put on hold and will be reconsidered after the millage vote on August 2<sup>nd</sup>.
  
  - There have been a few complications with the QuickBooks setup, as well as the

payment system to the Friends of BPL. Treasurer Kole is working through these issues to get everything back up and running smoothly.

- The changes needed to the Bank Signature Card will be postponed until next month. Our accounting firm did not feel comfortable having our accountant added as a check signer so changes will be made after the new Director is hired.
- **Facilities Committee:**
  - Bogue distributed a document that includes details of recent facility repairs and maintenance.
    - Roof – repairs completed on July 13, 2022
    - HVAC – BER has started to service the A/C units. Proposal approved July 18, 2022.
    - Women’s restroom toilet repaired July 12, 2022.
    - Shed window will be repaired by Vince Rose.
    - Lights – Mead and White scoped out the work and will let us know when they can return to complete the repairs.
    - Fire System – Riverside Integrated System, Inc. has confirmed all required testing for 2021 was complete. Next scheduled testing is October 18, 2022.
    - Lawn – sprinkler system needed to be turned on and is now in working order. The company will come back in October to shut it down for the winter.
    - AED Equipment – Lifeline says the unit we have needs to be replaced. On July 25, 2022 an order was placed for a new one.
    - Library windows need to be cleaned on the inside and outside. Johnny on the Spot was contacted for an estimate.
    - Open issues – carpet needs to be cleaned, analog security cameras may need to be replaced, weeds in the rocks need to be removed, general lawn care, general building cleanliness.
- **Personnel and Policy Committee:**
  - See note in discussion items.

**Approval of Minutes:**

- Motion made by Kole to accept the June 28, 2022 Public Budget Hearing Minutes. Motion seconded by Bogue. Motion carried.
- Motion made by Collins to accept the June 28, 2002 Regular Meeting Minutes. Motion seconded by Worcester. Motion carried.

**Treasurer Report/Financial Reports:** None

**Discussion Items:**

- **Interim Library Operations:** Kole, Bogue and Valauskas have been in the library several days a week paying bills, working through facility issues and taking care of miscellaneous items with the help of library staff.
- **Review of Millage Renewal Ballot Process:** The August ballot is pretty short and includes two school millage proposals and one library millage proposal. The past three library millage proposals have passed with wide margins. However, we need to be prepared if the current inflation rate impacts the vote this year.
- **Status of Director Position Search:** Four qualified candidates have applied for the open Director position. All have had an interview with a selection of board members and the top candidates will also meet with the full board and library staff. A decision will be made soon.
- **Website Review:** Lion and Abele are creating a plan for updating the library website. Our current site is 10 years old and is not easy for patrons to navigate. In addition, it is not user friendly for staff trying to edit content and the host company does not give the library much creative control over the design. Lion, the library's new technology coordinator, is currently refreshing the existing site, while simultaneously preparing for an overhaul. This will require some time, but beneficial improvements have already been made.
- **City-wide Garage Sale:** Patrons have inquired about why we switched the garage sale date to the summer. Bernstein stated that they moved the date to see if they would get more people at a different time of the year, plus it needs to coincide with when our garage sale coordinator is available. We had 44 people sign up this year and after all the expenses were paid, the Friends made \$350. Not necessarily a big-ticket fundraiser, but still a good community outreach tool for the library. The FoBPL will discuss at their October meeting whether to continue the garage sale next year.
- **Overdue Items & Delinquent Patrons:** The library needs to create a plan for when patrons are more than a week overdue with Wifi hotspots. Currently there is a patron with overdue fines totaling \$85 (at \$5 per day). The person has repeatedly been late with turning in hotspots, but in the past, the fees were waived. We need to think about how to deal with these types of situations. Do we take a credit card number to charge in case things don't get returned? Do we set up an installment payment plan to take care of large overdue fees? Can we help these patrons get low-cost internet at their house?

**Action Items:**

- **Approval of Bills:** Motion made by Kole to approve payment of June 2022 bills totaling \$30,956.30. Motion seconded by Collins. Motion carried.

**Communications and Correspondence:** Linda Diekman, candidate for Library Director, introduced herself and Board members had the opportunity to ask questions.

**Meeting adjourned:** 10:05 A.M.

**Next meeting:** August 23, 2022, 9:00 A.M. at the library.

**Submitted by**  
Ed Valauskas,

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



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

