

**Bridgman Public Library
Board Minutes
April 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: Kreps, Abele

Agenda Revisions: All agreed to move 'Chikaming Township Library Contract Update' to Action Items.

Guests: J. Bernstein (Friends of the Library)

Public Comments: None

Friends of the Library:

- The FoBPL will again participate in a selection of Bridgman Open Air Markets which runs May through October on Sunday afternoons from 9am to 3pm. The FoBPL and the Library will participate on Kids Day, June 19 and every Sunday in July (except July 3).
- The Community Garage Sale will be held on June 24 & 25, 2022. Permits will go on sale at the library on May 23.
- The annual FoBPL Book Sale will take place at the Library on July 7-9.
- The FoBPL had previously approved funds for the library to purchase additional shelving needed for the DVD collection. Kreps has been researching different options and will make a final decision by the next Board Meeting.

Committee Reports:

- **Finance Committee:**
 - Initial drafts of the 2022-2023 budget have been reviewed. Final Board review and approval occur at the May meeting; public hearing of the Budget takes place at the June meeting. An additional draft of the budget has also been drafted for internal purposes, contingent on results of the upcoming millage renewal ballot proposal.
 - The Finance Committee is encouraging a salary increase for library staff sufficient to keep pace with the Consumer Price Index (CPI) inflation rate. The addition of employee benefits may be postponed until after the millage vote in August.
- **Facilities Committee:**
 - Service agreements for building and equipment services are being solicited and reviewed to provide support for facilities-related forecasting and budgeting. The Security Camera System is being evaluated for upgrade. Upcoming projects and ongoing maintenance are being reviewed to inform the Fiscal Year 2022-2023 Budget.
- **Personnel and Policy Committee:**
 - Kreps is developing a job description for a technology-related staff member. Responsibilities of this position would include liaising with the Library's general IT contractor, and coordinating onsite technology-related issues and initiatives. As is true for most library positions, this staff member will also have responsibilities as Patron Services Assistant, which require necessary direct public service skills and orientation.

- The Committee has reviewed the Employee handbook and will need to update sections associated with benefits once the 2022-2023 budget is approved.
- A written response plan in the event the Director is unavailable has been recommended by the Board. Such a plan will be drafted and considered for incorporation into the Emergency Response plan.

Directors Report: Accepted as written.

Approval of Minutes: Motion made by Wilk to accept the March 22, 2022 meeting minutes with minor amendments. Motion seconded by Bogue. Motion carried.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Community Garden Plot Repair and Berm Reclamation Project:** The library has solicited area landscaping companies for proposals to repair garden plots and refurbish the berm area. Receiving responses from landscapers has been challenging. As formal proposals are being sought, board members have offered to assist in the cleanup effort.
- **Review Draft of FY 2022-2023 Budget:** All agreed the library should operate under a balanced budget for the 2022-2023 fiscal year. Sufficient support for library materials and potential impact of inflation impact utilities costs should be considered within the context of overall budget. The Board requested reflection of end-of-year actual expenses and narrative description to provide context for budget rationale. Surveying current options for investment of unrestricted funds was also suggested.

Action Items:

- **Chikaming Township Library Service Contract:**

The Service Agreement, which has been presented to each library for approval, reflects the tenets of the original agreement (\$30,000 and Penal Fines shared equally among the three participating libraries), with the exception that the New Buffalo and Three Oaks libraries will charge a \$25 fee for Chikaming Township residents who select either of them as the 'home library.' Bridgman Public Library formally approves of this agreement. The Township Board will make its final decision, contingent on responses from the other libraries, at its May meeting. Motion made by Bogue. Motion seconded by Collins. Motion carried.

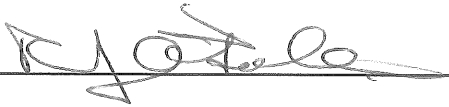
- **Approval of Bills:** Motion made by Wilk to approve payment of March 2022 bills totaling \$39,096.76. Motion seconded by Kole. Motion carried.
- **Approval of Millage Renewal Ballot Proposal:** Motion made by Kole to approve the ballot proposal for the August millage renewal vote. Motion seconded by Collins. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:20 a.m.

Next meeting: May 24, 2022, 9:00 a.m. at the library.

Submitted by
Dennis Kreps

Approved by the Secretary:  Date: 05/24/2022