

**Bridgman Public Library
Board Minutes
February 22, 2022 - 9:00 a.m.**

Meeting Called to Order: 9:02 a.m. by Bogue

Board Members:

- **Present:** Bogue, Fuller, Collins, Wilk, Janoskey, Noll, Worcester
- Kole & Valauskas attended remotely (Zoom) as public visitors.
- **Excused:** None

Staff: Kreps, Abele

Agenda Revisions: None

Guests: D. Bunte (Chikaming Twp Supervisor), J. Bernstein (Friends of the Library)

Public Comments: None

Chikaming Township Library Service Contract: Chikaming Township Supervisor David Bunte, presented an update on the Chikaming Township Library Services Contract. Bunte stated that the Chikaming Township Board voted at its December meeting to establish Bridgman Public Library as the township's sole library service provider. The new contract will likely align closely with the previous contract, with the exception of the distribution of Penal Fine funds, which will be dispersed solely to the Bridgman Public Library. The new contract is set to take effect on July 1, 2022 for a one-year term. A signed letter is needed from the library acknowledging acceptance of the contract's July 1st, 2022 effective date.

Friends of the Library:

- Kreps is meeting with the FoBPL to discuss its possible role in the Library's upcoming millage renewal.
- The Volunteer of the Year has been selected and will be announced at the annual spring staff/volunteer luncheon.
- FoBPL is brainstorming ways to recruit new board members and officers.

Committee Reports:

- **Finance Committee:**

Accounting needs and costs are being reviewed. Jansen Valk Thompson & Rheam (JVTR) currently provides general accounting, tax management, and payroll services. Kole recommended tabling discussion about alternatives until completion of BPL's transition to the MI Department of the Treasury's Uniform Chart of Accounts.

- **Facilities Committee:**

- a. The library's Request for Proposal (RFP) for an emergency standby generator was publicized on the website, via email and published in the Herald Palladium and the Harbor Country News; proposals are due by February 28. The committee will review submitted proposals on March 14 and report at the March board meeting.
- b. The Facilities Plan is being updated for the March board meeting.
- c. The Technology Plan is also being updated. Kreps is researching the purchase of a 3D printer for the library, which is a part of this plan.
- d. Janoskey will call Fernwood Botanical Garden to follow up on the library's request for a berm quote/design.

- e. Kreps is working with Community Garden staff liaison Deb Wimbush and Community Garden Coordinator Diane Fitzgerald to identify repair needs and develop a plot replacement/repair plan. The new storage shed is fully operational; security locks have been installed.
- **Personnel and Policy Committee:**
 - a. The Director's Employment Contract and the Director's Job Description have been approved and signed by both Kreps and executive officers.
 - b. Kreps and Treasurer Kole are gathering information on various health benefits for employees. They will compile the information, benchmark with comparable libraries, and develop a menu of options. Retirement plans seem to be the most widely offered benefit in the local area. Kole recommends both a benefits plan and a salary increase for employees in 2022/2023 as inflation has risen 7%.
 - c. Kreps is conducting an assessment of Library technology support needs, including consideration of creating an IT staff position. Kreps will monitor and evaluate needs and priorities. Currently, the library contracts for most technology-related services with Nick Heimler of Heimler and Associates. A portion of Heimler's services are reimbursable by USAC/E-RATE funds at 60%.

Directors Report: Accepted as written. Kreps mentioned the State Aid Report has been submitted. This annual statistical report is required by the Library of Michigan in order to receive State Aid funds.

Approval of Minutes: Motion made by Collins to accept the January 25, 2022 meeting minutes as written. Motion seconded by Worcester. Motion carried.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Proposal for use of Berrien County Foundation funds:** Kreps recommended identifying special projects for funding through the library's Berrien Community Foundation funds. Each of the Library's three BCF funds has funds available for spending. Kreps suggested upgrading and repairing of plot structures in the Community Garden as a good example.
- **Emergency Standby Generator project status report:** Initial proposals for purchase and installation of an emergency standby generator have been received from three contractors. Cost estimates vary widely; the purchase of a larger generator. Discussion continues with a decision imminent in the near future.
- **Review of Millage Renewal ballot process:** The August ballot has been selected for the Library's upcoming millage renewal vote. Attorney Ann Seurynk has been hired to develop the necessary ballot language. Ann serves many libraries in Michigan, and is very experienced in library law. Claire Membiela, the library law liaison to the Library of Michigan is also providing advice and support.

The Library will be increasing its community visibility, programming, and overall promotional activities. Ideas include giving away promotional items and increasing participation in community events like the Bridgman Open Air Market.

Kreps noted upcoming webinars provided by the Library of Michigan that will assist in planning and executing library millage campaigns. These sessions will take place on four Mondays in March at 1pm. Interested board members should contact Kreps for meeting access information.

- **Additional Discussion Item - Banned Books:** Bogue requested discussion about and promotion of topics related to intellectual freedom/banned books, including displays, to be included on the March meeting agenda.
- **Additional Discussion Item – First Tee of Benton Harbor:** Janoskey will contact the *First Tee of Benton Harbor* organization to discuss making BPL a donation drop site for donated golf equipment. These items will be provided to children who participate in First Tee programs.
- **Additional Discussion Item – COVID Protocols:** As of February 21, 2022 the library is *encouraging* that masks be worn inside the building; however, masks are no longer required.

Action Items:

- **Approval of Bills:** Motion made by Wilk to approve payment of January 2022 bills totaling \$31,456.46. Motion seconded by Janoskey. Motion carried.
- **United Federal Credit Union – Resolution to update signature card:** A Motion was made by Noll to officially note that, as per BPL Policy, all BPL Board of Trustees officers are approved as bank account signatories:

Ed Valauskas - President
Jim Kole – Treasurer
Liz Bogue – Vice President
Rick Fuller – Secretary

Motion seconded by Wilk. Motion carried.

Communications and Correspondence: Kreps noted that BPL received a plaque from Toys for Tots in appreciation for being a gift donation drop-off site.

Meeting adjourned: 10:26am

Next meeting: March 22, 2022, 9:00 a.m. at the library.

Submitted by

Dennis Kreps

Approved by the Secretary:  Date: 03/22/2022