

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

Meeting Called to Order: 9:17 a.m. by Valauskas

Board Members:

- **Present:** Valauskas, Bogue, Fuller, Collins, Wilk, Janoskey, Worcester, Kole attended as a public visitor on Zoom
- **Excused:** Noll

Staff: Kreps, Abele

Agenda Revisions: None

Guests: J. Bernstein (Friends of the Library), D. Malevitis (Library staff)

Public Comments: None

Friends of the Library:

- 1) Sue Nuti has been selected as the Volunteer of the Year. A volunteer recognition reception is scheduled for April 13 from 2pm to 4pm.
- 2) The annual staff luncheon is scheduled for April 14. FoBPL will provide boxed lunches from Panera Bread for all library staff members.
- 3) The FoBPL are requesting book donations to restock the Book Shoppe. Abele will create an email to send to patrons with the specific types of books needed.

Committee Reports:

1) **Finance Committee:**

- a. Kreps and Treasurer Kole are beginning the budgeting process for the 2022-2023 fiscal year. Based on recommendations from the Library of Michigan, Kole suggested creating a standard Budget (A), as well as a contingency budget (B), which would reflect operation without passing the millage renewal.
- b. Arcadia Gardens has submitted an estimate for repair of select garden plots. However, they estimate completion in late summer or fall. Library Community Garden liaison Deb Wimbush has contacted other landscaping companies for quotes and is awaiting responses. Alternatives discussed included local construction companies or service organizations, such as Boy/Girl Scout troops.

2) **Facilities Committee:**

- a. See notes under **Discussion Items** for *Emergency Standby Generator Status Report* and the *Berm Reclamation Update*.

3) **Personnel and Policy Committee:**

- a. Kreps is evaluating technology-related staffing needs of the Library, and is developing a job description which reflects and supports these needs. Necessary skills and/or experience include work with maker/media creation hardware and software, such as 3D printers.

Directors Report: Accepted as written.

Approval of Minutes: Motion made by Wilk to accept the February 22, 2022 meeting

minutes with minor amendments. Motion seconded by Bogue. Motion carried.

Treasurer Report/Financial Reports: None

Discussion Items:

- 1) **Emergency Standby Generator Project Status Report:** Proposals received to date are higher than anticipated, overall needs and funding options are being re-evaluated. Harvey Kimmel suggested contacting local state and federal representatives (Fred Upton and 8th District County Commissioner Teri Sue Freehling for information or recommendations about potential state, local, or federal funding sources for the project. Due to its complexity, Bogue suggested hiring an electrical engineering firm or contractor to provide an objective third party consultation on the project.
- 2) **Chikaming Township Library Service Contract Update:** A letter signed by Kreps and Valauskas was sent to Chikaming Township acknowledging agreement to extend the reciprocal library service agreement with New Buffalo Township and Three Oaks Libraries through June 30, 2022 for Chikaming Township residents. The new contract between BPL and Chikaming Township is scheduled begin on July 1, 2022.
- 3) **Berm Reclamation Project Update:** Consultants from Fernwood Botanical Gardens have made recommendations about flora for the berm; however, they do not conduct the trimming, planting, and general cleanup. Various options were discussed, including hiring landscaping firms or recruiting local service organizations (e.g., local Scouting troops). Valauskas suggested dovetailing the berm and garden refurbishments by having both projects completed by the same company.
- 4) **Review of Options for Employee Benefits:** Kreps and Treasurer Kole are exploring options for employee benefits. Kreps will develop a proposal which will be integrated into the 2022-2023 budget. Employees have expressed an interest in retirement plans and in AFLAC supplemental insurance.
- 5) **Review of Millage Renewal Ballot Process:** BPL's voted City (Bridgman) millage must appear on a local election ballot every five (5) years. Treasurer Kole offered to be the main contact for the library attorneys who are writing the ballot language and guiding us through this process.
- 6) **Intellectual Freedom in Libraries: Education, Collections, and Challenges** Kreps described the recent notable increase in challenges to library materials (i.e., requests from the public to remove materials from library collections). This month's Board Packet included the Library's Collection Management Policy, as a point of reference and information. BPL's policy is due for review, and will be benchmarked with those of other libraries.
- 7) **Additional Topic: First Tee Drop Off Site:** Kreps has a meeting this week with Ebon Sanders, Director of the First Tee of Benton Harbor. The library will become a donation drop off site for golf clubs and general golf equipment. The donations will be used by kids and teens who participate in the First Tee program – a youth development program which builds character and teaches leadership skills through the game of golf.

Action Items:

- 1) **Approval of Bills:** Motion made by Bogue to approve payment of February 2022 bills totaling \$27,138.56. Motion seconded by Wilk. Motion carried.
- 2) **Proposal for use of Berrien Community Foundation Funds:** A motion was made by Collins to approve up to \$10,000 of the library's Berrien Community Foundation funds to cover both materials and labor required to upgrade the Community Garden and the library berm. Motion seconded by Worcester. Motion carried.

Communications and Correspondence: Kreps described speaking with a representative from local organization *Neighbor to Neighbor* at a recent Chikaming Township Board meeting and discussing opportunities for collaboration. *Neighbor to Neighbor* is a ministry of Adventist Community Services that offers client-centered programs, emergency assistance and community services to Berrien, Cass and Van Buren counties.

Meeting adjourned: 11:04am

Next meeting: April 26, 2022, 9:00 a.m. at the library.

Submitted by

Dennis Kreps

Approved by the Secretary:  Date: 04/26/2022